

Remote Work Policy Update

Dear Team,

We hope this message finds you well. As part of our ongoing commitment to provide a flexible work environment, we are pleased to announce an update to our Remote Work Policy effective [Date].

Key updates include:

- Eligibility criteria for remote work.
- Updated communication expectations.
- New guidelines for performance evaluation while working remotely.
- Flexible working hours options.

We believe these changes will enhance your working experience while maintaining our productivity and collaboration standards. Please review the updated policy attached to this letter.

If you have any questions or concerns, feel free to reach out to your manager or HR.

Thank you for your continued hard work and dedication.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]