

Telework Policy Change Notification

Dear [Employee's Name],

We are writing to inform you of an important change to our telework policy that will take effect on [Effective Date].

In response to [reason for change], we have revised our telework policy to better accommodate the needs of our team and ensure productivity. The key changes include:

- [Change 1: description]
- [Change 2: description]
- [Change 3: description]

We encourage you to review the updated policy document attached to this email. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your understanding and cooperation.

Sincerely,
[Your Name]
[Your Title]
[Company Name]