

# Announcement: Amendment to Remote Work Policy

Dear Team,

We hope this message finds you well. We would like to inform you of an important amendment to our remote work policy that will take effect starting [Effective Date].

The key changes are as follows:

- Clarification on remote work eligibility.
- New guidelines for communication and availability.
- Updated procedures for requesting remote work days.

We believe these changes will enhance our productivity and collaboration while working remotely. For a detailed view of the updated policy, please refer to the attached document.

If you have any questions or concerns regarding this amendment, do not hesitate to reach out to your manager or HR.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]  
[Your Job Title]  
[Your Company]