

Remote Work Policy Eligibility Criteria

Date: [Insert Date]

Dear [Employee Name],

We are pleased to inform you about the eligibility criteria for our remote work policy. The following conditions must be met for an employee to qualify for remote work:

Eligibility Criteria

- Must have completed at least [X months/years] of service with the company.
- Performance reviews must be satisfactory or above average in the last [X evaluations].
- Must have demonstrated the ability to work independently without direct supervision.
- Position must allow for remote work responsibilities as per job description.
- Agree to maintain communication and availability during core business hours.
- Must comply with all company policies related to remote work.

If you believe you meet the criteria and are interested in applying for remote work, please submit your request to your supervisor by [Deadline Date].

Thank you for your commitment to [Company Name]. We look forward to your continued success.

Sincerely,

[Your Name]

[Your Position]

[Company Name]