

Inquiry Regarding Remote Work Policy

Dear [Manager's Name],

I hope this message finds you well. I am writing to inquire about the company's remote work policy. As we continue to adapt to the changing work environment, I would like to understand the guidelines and expectations related to remote work.

Specifically, I would appreciate clarification on the following points:

- The eligibility criteria for remote work.
- The process for requesting remote work arrangements.
- Any potential changes to our current remote work policy.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]