

Remote Work Policy Update Notification

Dear Team,

We hope this message finds you well. We are writing to inform you of updates to our Remote Work Policy that will take effect on [Effective Date]. As we continue to adapt to the changing work environment, we want to ensure that our policies support our team's productivity and well-being.

Key Updates:

- **Flexible Work Hours:** Employees may now choose their start and end times within core business hours.
- **Communication Expectations:** Regular check-ins will be required to maintain collaboration and transparency.
- **Equipment Support:** The company will provide a stipend for home office equipment.

For more detailed information, please refer to the updated policy document attached to this email or visit our intranet.

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

Thank you for your continued dedication and adaptability.

Best regards,

[Your Name]

[Your Position]

[Company Name]