

Professional Email Writing for Employee

Subject Line: Introduction of New Internal Policy on Remote Work

Dear [Employee's Name],

I hope this message finds you well. As part of our ongoing efforts to enhance work-life balance and improve operational efficiency, we are excited to introduce a new internal policy regarding remote work, effective [Effective Date].

This policy has been designed to provide greater flexibility while ensuring that our team continues to meet and exceed our performance standards. Here are a few key points of the new remote work policy:

1. **Eligibility and Scope:** All employees who have been with [Company Name] for more than six months and are in roles deemed suitable for remote work will be eligible to apply for up to two remote work days per week.
2. **Application Process:** To apply for remote work privileges, please fill out the Remote Work Request Form and submit it to your direct supervisor for approval.
3. **Expectations and Guidelines:** While working remotely, all employees are expected to maintain availability during standard working hours and ensure that their output remains consistent with our company standards. A detailed guideline document is attached to help you navigate this transition.

We believe this policy will not only contribute to a more motivated workforce but also allow our team the flexibility to work in a way that best suits their needs while maintaining productivity.

Please read the attached policy document thoroughly to understand all details and implications. We will be holding a brief informational session on [Session

Date] via Zoom to discuss the policy and answer any questions you may have.
Your participation is highly encouraged.

Thank you for your continued dedication and hard work. We are looking forward to this new phase and are here to support you in making this transition as smooth as possible. Should you have any immediate questions or concerns, feel free to reach out to HR or your direct supervisor.

Best regards,

[Your Name] [Your Position] [Company Name] [Your Contact Information]

[Attachment: Detailed Remote Work Policy Document]