

New Policy Implementation Announcement Letter

Subject: Implementation of New Remote Work Policy

Dear Employees,

We are pleased to inform you that, beginning November 15, 2025, our company will be introducing a new remote work policy designed to enhance flexibility and employee well-being. The policy will allow eligible staff members to work remotely up to two days per week, subject to managerial approval.

This initiative comes as part of our ongoing effort to adapt to evolving workplace trends while maintaining productivity and collaboration. Detailed policy guidelines will be distributed via email later this week.

We trust that this policy will support a healthier work-life balance for all employees. For questions or clarifications, please contact the HR department.

Kind regards,

[Your Name]

Human Resources Manager

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