Directive Email for Remote Work Policy Implementation

Subject: Implementation of Remote Work Policy

Dear Employees,

Following recent organizational changes, management has decided to implement a hybrid remote work policy effective next month. This directive outlines the key provisions and expectations for all remote workers.

Employees are to work remotely two days a week while ensuring availability during standard business hours. Managers must track productivity and attendance through our HR management system. All communication should continue through official channels to maintain workflow consistency.

Please review the attached Remote Work Policy document for full details. This directive is issued to promote flexibility while maintaining performance standards.

Warm regards,

[Your Name]

Human Resources Director

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