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# Business Letters to Employees

## Policy Change Announcement

### ABC Company

123 Business Road

City, State, Zip Code

Date: March 21, 2024

### To All Employees:


### Subject: Update on Remote Work Policy

Dear Team,

As part of our ongoing efforts to adapt to the evolving needs of our workforce and maintain a productive work environment, we are updating our remote work policy. Starting April 1, 2024, employees will be given the option to work remotely up to two days per week, subject to departmental approval and operational needs.

This decision was made after careful consideration of employee feedback and the proven effectiveness of remote work during recent months. Our goal is to provide flexibility while ensuring that our team collaboration and service delivery remain strong.

Detailed guidelines and eligibility criteria will be distributed by the HR department next week. Managers will work closely with their teams to implement this policy smoothly, taking into account individual roles and project requirements.



We believe this update will contribute to a better work-life balance and overall job satisfaction. Your feedback is important to us, and we encourage you to share your thoughts and questions with your managers or HR representatives.

Thank you for your continued dedication and hard work.

Sincerely,

[Signature for hard copy]

Jane Doe  
CEO, ABC Company