



# OFFICE POLICY CHANGE MEMO

**TO:** All Employees

**FROM:** [Your Name]

**TITLE:** Human Resources Manager

**SUBJECT:** Change in Remote Work Policy

Dear Team,

I am writing to inform you of a change in our remote work policy that will take effect on November 1, 2050. This change is intended to improve our collaboration and communication while ensuring productivity across teams.

## Policy Change Overview:

Effective November 1, 2050, the following changes will be implemented:

### 1. Remote Work Days

- Employees will be allowed to work remotely up to **three days per week** instead of the current limit of **two days**. Teams should coordinate to ensure coverage and maintain communication.

### 2. Work Hours

- Employees are expected to maintain regular working hours from **9 AM to 5 PM** while working remotely. Flexibility in start and end times can be discussed with your manager.

### 3. Communication Protocols

- All employees must check in with their team via **Slack** or email at the start and end of each remote workday to ensure availability and accountability.