

[Your Company's Logo]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Work From Home Announcement

We hope this message finds you well. We are pleased to inform you that starting [Start Date], you will be given the opportunity to work from home.

This decision has been made to [briefly state reason, e.g., "enhance work-life balance", "ensure health and safety during this time", etc.]. During this period, you are expected to maintain your regular work hours from [Start Time] to [End Time] and remain accessible via [communication platforms, e.g., email, video calls, etc.].

Please ensure that you have the necessary tools and resources to perform your tasks effectively from home. If you require any assistance or equipment, do not hesitate to reach out to [contact person/department].

We appreciate your hard work and flexibility during this time. Should you have any questions or concerns, please feel free to contact your supervisor.

Thank you for your dedication.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]