

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Transition to Remote Work

We are writing to formally announce your transition to remote work, effective [start date of remote work]. This decision reflects our commitment to flexibility and ensuring that our team can continue to operate efficiently while prioritizing health and work-life balance.

Key Details of Your Remote Work Transition:

1. **Remote Work Guidelines**: You are expected to adhere to the remote work policies outlined in the employee handbook. Please review these guidelines to ensure compliance.
2. **Work Hours**: Your standard working hours will remain the same, from [start time] to [end time], [days of the week]. Please ensure you are available during these hours for communication and collaboration.
3. **Communication Tools**: We will utilize [list tools/platforms, e.g., Zoom, Microsoft Teams, Slack] for meetings and daily communication. It's important to stay connected with your team and supervisors.
4. **Equipment and Support**: If you need any specific equipment or support to facilitate your remote work, please reach out to [HR/IT department contact] by [date].
5. **Check-Ins**: Regular check-ins will be scheduled to discuss your progress and address any concerns you may have. Your manager will provide details on this.

We appreciate your hard work and dedication to [Company Name], and we believe that remote work will enhance your productivity and overall job satisfaction. If you have any questions or need assistance during this transition, please don't hesitate to reach out.

Thank you for your adaptability and commitment.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]