

Remote work policy

Effective March 1, 2027

What is changing

Say in plain words what is different from today. Lead with what people do differently, not with the history.

- Before: describe the old rule in one line
- Now: describe the new rule in one line
- Who it applies to: everyone, or which teams

Why

Give the real reason, briefly. People accept a change more easily when they can see the point of it.

What you need to do

Read this page, then confirm on the next one by March 1. Questions go to people@yourcompany.com.

Confirm you have read it

I have read the policy update above and understand it. I will follow it from the effective date.

N a m e

T e a m

S i g n a t u r e

D a t e

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