To: Joseph Smith (Department Manager)

From: Sehajpreet Kaur(employee)

Date:19/09/2023

Subject: For enhancing existing work policy

Introduction: This is based on the merits of modifying our remote work policy. As by doing this work employees and the company will get more benefits.

I hope this message finds you well. First, the remote work policy is well-liked now. There are tons of benefits for employees and our company also. It will make people focused and balanced.

* Efficient: It can help staff people manage their work and they can also select their working schedule. Secondly, workers will show a higher level of trust in their company with the help of this task.
* Good environment: Workers find it supportive, and they like to work in a friendly environment, as this is another cause of remote work policy.
* Cost savings: This method is pocket friendly also. If there are fewer people in the office, then the company can save their money and can spend it on the office utilities.
* Work from home flexibility: Let employees work remotely for a certain number of days per week or month.
* Easy communication: Set clear rules for effective communication between remote and in-office employees.
* Flexible Remote Work Arrangements: Allow employees to work remotely on a flexible basis, either a certain number of days per week or a month, depending on their role and responsibilities.
* Performance Metrics: Implement clear performance metrics and expectations for remote employees to ensure accountability and productivity.

Conclusion: By combining all the things, updating the remote work policy will bring several types of benefits. It can create great opportunities for the staff members, a positive work environment.

Thank you for your cooperation.

Your’s Sincerely

Sehajpreet Kaur

Proofreader name: Navrajdeep Singh

Student ID- w0836115