

Work from Home Policy Template

Welcome to our organization! We are excited to have you join our team. As part of our commitment to providing a flexible work environment, we have established a Work from Home Policy to support employees who may need to work remotely.

Key Points:

- Employees may request to work from home on a temporary or permanent basis, subject to approval by their manager.
- All work from home arrangements must be documented and approved in writing.
- Employees working from home are expected to maintain regular communication with their manager and team members.
- Employees must adhere to all company policies and procedures while working from home, including data security protocols.
- Equipment and technology necessary for remote work will be provided by the company.

For more information on our Work from Home Policy, please refer to our official Employee Handbook [[link to Employee Handbook](#)].

We are here to support you as you navigate this new way of working. If you have any questions or concerns, please do not hesitate to reach out to your manager or the HR department.

Thank you for your commitment to our organization. We look forward to a successful partnership together.

[Source: Society for Human Resource Management – Work from Home Policy Best Practices]