

To: All Employees

From: [Management/HR Department]

Date: [Insert Date]

Subject: Remote Placement and Performance Metrics Policy

Dear Team,

As we continue to evolve our flexible work environment, this letter outlines the formal policy regarding remote work placements and the metrics used to evaluate performance in these roles.

1. Remote Placement Eligibility

Remote placement is determined based on job function, department needs, and individual performance history. Employees must ensure a professional workspace with reliable internet connectivity to maintain operational standards.

2. Performance Metrics

Performance for remote staff will be measured using the following Key Performance Indicators (KPIs):

- **Output and Quality:** Completion of assigned tasks within deadlines and meeting established quality standards.
- **Communication:** Responsiveness to emails, messages, and meeting invites during core business hours.
- **Availability:** Adherence to agreed-upon working hours and attendance at mandatory virtual meetings.
- **Goal Achievement:** Progress toward quarterly and annual objectives as defined in individual performance plans.

3. Monitoring and Reporting

Managers will conduct regular check-ins to discuss progress and provide feedback. We will utilize [Insert Tool/Software Name] to track project milestones and time allocation. Performance reviews will occur on a [Monthly/Quarterly/Annual] basis.

4. Policy Compliance

Failure to meet the required performance metrics or maintain professional standards may result in a review of the remote placement status, including potential return to the office or further disciplinary action.

Please acknowledge receipt of this policy by signing and returning a copy to HR by [Insert Date].

Sincerely,

[Name]

[Title]

[Company Name]

Employee Acknowledgment:

I have read and understand the Remote Placement and Performance Metrics Policy.

Signature: _____ Date: _____