

Good afternoon, everyone.

Today, I'm here to introduce our new policy on remote work. Starting from next month, employees will have the option to work from home up to two days a week. This change aims to provide more flexibility and help maintain a healthy work-life balance.

To ensure smooth execution, all remote work days must be approved by your immediate supervisor and scheduled in advance. IT support and necessary tools will be provided to maintain productivity.

We believe this approach will enhance job satisfaction while maintaining the quality of our work. If you have any questions or need further clarification, please reach out to your HR representative.

Thank you for your attention and for your continued dedication to our team.