Date

Name

Address

Dear Mr. Samuel,

I am writing this letter to reveal my disagreement with your new policy of ‘no work from home’.

ABC Limited has always been a company that focuses on the completion of tasks and higher productivity, irrespective of the number of working hours and the place of work. Due to this flexibility, we have been able to grab many market experts, as it helps them in managing more than one job.

However, this new policy of strictly adhering to the office hours, and that too while being in the office building, is causing many issues. Many employees in my department are considering resigning. Knowing their capabilities and expertise, I do not want to lose them. I have even talked to the other departmental managers and found them facing the same issues.

I wanted to highlight this problem to you so that we do not lose our good team of experts to our competitors. As a manager, I disagree with this policy, as, I believe, it is against our established culture of flexibility at ABC Limited.

I would be grateful to you if you reconsider this new policy and replace it with the old one that allowed flexibility.

Let me know if you need any information at [X]. Thank you in advance.

Regards,

Sarah Wilson.