

Remote Work Communication Issue Escalation

1. Reporter Information

Name

Role/Position

Contact (Email/Phone)

2. Date and Time

Date

Time

3. Issue Details

Issue Summary

Detailed Description

Communication Channels Affected

Teams/Individuals Involved

4. Steps Taken

Actions Attempted to Resolve

Outcome of Actions

5. Escalation Request

Escalation Level Requested

Urgency

Additional Comments