

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

Subject: Acknowledgment of Work From Home Arrangement

I hope this message finds you well. I am writing to formally acknowledge and confirm my work-from-home arrangement as discussed.

I understand that my remote work will commence on [start date] and will continue until [end date or "further notice"]. I appreciate the opportunity to maintain productivity while working from home and ensure the continuity of my responsibilities.

Thank you for your support and understanding regarding this arrangement. I look forward to staying connected and fulfilling my role effectively during this time.

Sincerely,

[Your Name]

[Your Job Title]