

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

Dear [Manager's Name],

Subject: Letter of Understanding for Work from Home Arrangement

I am writing to confirm our mutual understanding regarding my work from home (WFH) arrangement. This letter outlines the terms and expectations associated with this agreement.

1. **Effective Date**: This WFH arrangement will be effective from [start date] and will be reviewed on [review date].

2. **Work Hours**: I will be available during standard working hours, [specify hours, e.g., 9 AM to 5 PM], and will adhere to my typical schedule.

3. **Communication**: I will ensure regular communication through [specify tools, e.g., email, video calls, instant messaging] and remain accessible during working hours.

4. **Performance Metrics**: My performance will be assessed based on [specify metrics, e.g., project deadlines, productivity, communication].

5. **Equipment and Resources**: I will utilize [detail any company-provided equipment/resources] and take responsibility for maintaining a suitable work environment at home.

6. **Goals**: I will continue to meet the goals set in my job description and collaborate with the team effectively.

7. **Termination of Agreement**: This arrangement may be reassessed or terminated based on [specify conditions, e.g., performance issues, changing business needs].

I appreciate your support and understanding in facilitating this work arrangement. Please let me know if you would like to discuss any part of this agreement further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title]