

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Confirmation of Telecommuting Status

We are pleased to inform you that your request for telecommuting has been approved. Effective [start date], you are officially designated as a remote employee.

As a telecommuting employee, you are expected to fulfill your job responsibilities while working from your designated remote location. Please ensure that you remain accessible during regular business hours and maintain effective communication with your team.

Your current responsibilities, reporting structure, and performance expectations remain unchanged. Please note the following terms associated with your telecommuting arrangement:

1. **\*\*Work Hours:\*\*** [Specify hours]
2. **\*\*Communication Expectations:\*\*** [Specify how often to check in, preferred methods, etc.]
3. **\*\*Equipment and Support:\*\*** [Detail any company-provided tools or support available]
4. **\*\*Policy Compliance:\*\*** [Remind of relevant company policies]

Please sign and return a copy of this letter to acknowledge your acceptance of these terms.

If you have any questions or need further clarification, feel free to reach out.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

[Enclosure: Copy of Letter for Signature]

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[Employee Signature]

[Date]