

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Remote Work Assignment

We are pleased to inform you that you have been approved to work remotely for [duration or specific time period] starting from [start date]. This arrangement is in accordance with your request and aligns with our company's flexible work policy.

****Details of Remote Work Assignment**:**

- ****Position****: [Employee's Position]
- ****Remote Work Location****: [Employee's Remote Address or "As discussed"]
- ****Work Hours****: [Specify work hours or "As per usual schedule"]
- ****Reporting Manager****: [Manager's Name]
- ****Communication Expectations****: [Briefly outline communication tools, frequency, etc.]

Please ensure that you maintain productivity and adhere to all company policies while working remotely. We trust you to fulfill your responsibilities and stay engaged with your team.

If you have any questions or require further assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]

[Company Website]