

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: [Subject of the Letter]

[Opening Paragraph: Introduction or purpose of the letter.]

[Main Body: Detailed information, instructions, or updates related to the employee's remote work.]

[Closing Paragraph: Any concluding remarks or call to action.]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]

[Optional: Enclosures or CCs]