

Date:

To:

From:

Subject: Remote Work Approval Letter

Dear ,

We are pleased to inform you that your request to work remotely has been approved. Below are the details of your remote work arrangement:

Remote Work Start Date:

Remote Work End Date:

Position/Department:

Remote Work Location:

Additional Notes:

Please ensure you adhere to the company's remote work policies and maintain regular communication with your supervisor. Should you have any questions or require further clarification, please feel free to contact us.

We appreciate your dedication and wish you success in your remote work arrangement.

Sincerely,

Name:

Title:

Company: