

Confirmation of Remote Engagement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to confirm your remote engagement with [Your Company/Organization Name]. Below are the details of your engagement:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Platform:** [Insert Platform, e.g., Zoom, Microsoft Teams]
- **Duration:** [Insert Duration]
- **Agenda:** [Briefly outline the agenda]

Please ensure you have the necessary equipment and a stable internet connection for the session. If you have any questions or require further information, feel free to reach out.

We look forward to your participation.

Best regards,

[Your Name]

[Your Job Title]

[Your Company/Organization Name]

[Your Contact Information]