

Telecommuting Approval Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Approval for Telecommuting

Dear [Employee's Name],

I am pleased to inform you that your request for telecommuting as of [Start Date] has been approved. We believe this arrangement will contribute positively to your productivity and maintain our team's objectives.

Your telecommuting schedule will be as follows: [Insert details about work schedule, communication expectations, etc.]. Please ensure that you are available during core business hours and maintain regular check-ins.

If you have any questions regarding this arrangement, feel free to reach out.

Best regards,

[Manager's Name]

[Manager's Title]

[Company Name]