

Approval for Remote Work Transition

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Approval for Remote Work Transition

Dear [Employee's Name],

I am pleased to inform you that your request to transition to remote work has been approved. Your new working arrangement will commence on [Start Date] and will follow the terms discussed during our meeting.

Please ensure that you are available during [Work Hours] and maintain regular communication with your team. Additionally, all company policies regarding remote work will remain in effect.

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

Best regards,

[Manager's Name]

[Your Position]

[Company Name]

[Contact Information]