

# Confirmation of Flexible Work Agreement

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to confirm your flexible work agreement as discussed. The details of the agreement are as follows:

- **Position:** [Insert Position]
- **Work Schedule:** [Insert Schedule]
- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date, if applicable]
- **Reporting Manager:** [Insert Manager's Name]

Please note that this agreement is subject to review and may be adjusted as necessary based on work requirements. We appreciate your flexibility and commitment to your role.

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

Thank you for your continued dedication.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]