

Confirmation of Flexible Work Plan

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Confirmation of Flexible Work Plan

Dear [Employee's Name],

We are pleased to confirm your request for a flexible work plan, effective from [Start Date]. Your new work schedule will be as follows:

- Days of Work: [Specify Days]
- Hours: [Specify Work Hours]
- Remote/Onsite: [Specify if Remote or Onsite]

This flexible arrangement has been designed to support your work-life balance while ensuring that team productivity and communication remain effective. Please remember to keep your supervisor updated on your work progress and availability.

If you have any questions or require further assistance, feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]