

# Flexible Work Arrangements Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Notification of Flexible Work Arrangements

Dear [Employee's Name],

We are pleased to inform you that your request for flexible work arrangements has been approved. Starting from [start date], you will be allowed to [describe the flexible arrangement, e.g., work from home, adjust work hours, etc.].

Please ensure that you maintain communication with your team and complete your responsibilities as expected during this period.

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

Best regards,

[Your Name]

[Your Position]

[Company Name]