

# Remote Work Equipment Reimbursement Policy

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Remote Work Equipment Reimbursement Policy

Dear [Employee's Name],

As we continue to adapt to remote work, we want to ensure you have the necessary equipment to perform your job effectively. This letter outlines our reimbursement policy for remote work equipment.

## Reimbursement Eligibility

You may be eligible for reimbursement of expenses incurred for the following types of equipment:

- Computer or laptop
- Monitors
- Ergonomic chairs
- Desk setup
- Other essential peripherals

## Reimbursement Process

To request reimbursement, please follow these steps:

1. Submit a receipt for the purchased equipment.
2. Complete the reimbursement form available in the employee portal.
3. Submit the form and receipt to your direct manager for approval.

## Approval Timeline

Once submitted, reimbursement requests will be processed within [insert timeframe] for approved items.

If you have any questions regarding this policy, please feel free to contact HR at [HR contact email/phone number].

Thank you for your attention to this matter. We appreciate your continued dedication and hard work during these times.

Sincerely,

[Your Name]

[Your Position]

[Company Name]