

# Franchise Flexible Work Arrangement Letter

Date: [Insert Date]

To: [Franchisee Name]

Franchisee Address: [Insert Address]

Subject: Flexible Work Arrangement Approval

Dear [Franchisee Name],

We are pleased to inform you that your request for a flexible work arrangement has been reviewed and approved. This initiative supports our commitment to fostering a productive and accommodating work environment for our franchise operations.

The details of the flexible work arrangement are as follows:

- **Work Schedule:** [Insert Work Schedule]
- **Location:** [Insert Work Location]
- **Duration:** [Insert Duration of Arrangement]
- **Additional Terms:** [Insert Any Other Terms]

Please be sure to keep communication open during this period to ensure smooth operations. We appreciate your efforts in maintaining the standards of our franchise.

If you have any questions or require further clarification, please feel free to reach out to us at [Insert Contact Information].

Thank you for your dedication to our brand.

Sincerely,

[Your Name]

[Your Position]

[Franchise Name]

[Contact Information]