

# Ergonomic Home Office Advice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this letter finds you well. As you continue to work from home, I wanted to share some ergonomic tips that can help enhance your workspace comfort.

## 1. Chair Selection

Consider a chair that supports your lower back. If your chair is adjustable, ensure that your feet are flat on the ground, with knees at a 90-degree angle.

## 2. Desk Height

Your desk should be at a height where your elbows can rest comfortably at a 90-degree angle while typing.

## 3. Monitor Position

Raise your monitor so that the top of the screen is at or just below eye level. This can help reduce neck strain.

## 4. Keyboard and Mouse Placement

Keep your keyboard and mouse close enough so that you can use them without stretching your arms. Wrists should remain neutral.

## 5. Breaks and Movement

Remember to take short breaks every hour to stand, stretch, and walk around. This will help reduce fatigue and improve circulation.

Implementing these adjustments can greatly improve your comfort and productivity while working from home. If you have any questions or need further assistance, feel free to reach out.

Sincerely,

[Your Name]

[Your Contact Information]