

Approval for Telecommuting

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Approval for Telecommuting Arrangement

Dear [Employee's Name],

I am pleased to inform you that your request for a telecommuting arrangement has been approved. This arrangement will take effect from [Start Date] and will be in place until [End Date or "further notice"].

As discussed, you will be expected to fulfill the following responsibilities while telecommuting:

- Maintain regular communication with the team via [communication tools].
- Meet all project deadlines as per our agreed schedule.
- Adhere to the company's remote work policies and guidelines.

Please ensure you have the necessary resources and technology in place to perform your tasks effectively from home. We are here to support you, so do not hesitate to reach out if you need assistance.

Thank you for your hard work and commitment. I look forward to seeing how this telecommuting arrangement benefits both you and our team.

Sincerely,

[Supervisor's Name]

[Supervisor's Title]

[Company Name]