

Distance Work Authorization

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

We are pleased to inform you that your request for distance work authorization has been approved. You are authorized to work remotely from [Start Date] to [End Date].

Please ensure that you maintain communication with your team and adhere to all work-related responsibilities during this period.

If you have any questions or require further assistance, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]