

# Home Office Policy Acceptance

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that your request to work from home has been approved. Please review and accept the terms outlined in our Home Office Policy.

## Home Office Policy Conditions:

- You must ensure a conducive work environment.
- All work-related communications should be conducted during office hours.
- Confidential information must be handled with care.

By signing below, you acknowledge that you have read, understood, and agree to adhere to the Home Office Policy.

\_\_\_\_\_  
[Employee's Name]

[Employee's Signature]

Date: \_\_\_\_\_

We appreciate your commitment and flexibility in these challenging times.

Sincerely,

[Your Name]

[Your Title]

[Company Name]