

Telework Confirmation

Date: [Insert Date]

Dear [Employee's Name],

This letter serves to confirm your request for telework, which has been approved. Your telework arrangement will begin on [Start Date] and will continue until [End Date or "further notice"].

Your work hours will remain the same: [Insert Work Hours]. Please ensure that you are accessible during these hours and maintain communication through [Insert Communication Method, e.g., email, phone, etc.].

We appreciate your commitment and flexibility during this time. Should you have any questions or need further assistance, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]