

# Flexible Work Arrangement Agreement

**Date:** [Insert Date]

**Employee Name:** [Insert Employee Name]

**Employee Position:** [Insert Position]

**Department:** [Insert Department]

Dear [Employee Name],

We are pleased to inform you that your request for a flexible work arrangement has been reviewed and approved. This arrangement will commence on [Start Date] and will be subject to periodic reviews.

## Details of the Flexible Work Arrangement:

- **Work Schedule:** [Insert details of work hours and days]
- **Location:** [Insert workplace location or remote work specifics]
- **Communication Expectations:** [Insert communication guidelines]
- **Performance Evaluation:** [Insert details on performance evaluation under this arrangement]

We value your contributions and believe that this flexible arrangement will support your work-life balance. Please feel free to reach out if you have any questions or require further clarification regarding the terms outlined above.

Thank you for your commitment and hard work.

Sincerely,

[Manager's Name]

[Manager's Position]

[Company Name]

[Contact Information]