

# Telecommuting Work Arrangement Confirmation

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to confirm your telecommuting work arrangement as discussed. Below are the details:

## Telecommuting Details

- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date, if applicable]
- **Work Schedule:** [Insert Work Hours]
- **Remote Work Location:** [Insert Location]

Please ensure that you have the necessary equipment and a suitable work environment to fulfill your responsibilities effectively. You are expected to maintain communication with your team and attend all required meetings via [Insert Communication Platform].

If you have any questions or need further clarification, please feel free to reach out to me directly.

Thank you for your commitment and flexibility during this time.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]