

Telework Authorization and Guidelines

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Telework Authorization

Dear [Employee's Name],

We are pleased to inform you that your request for telework has been approved. Effective [Start Date], you are authorized to work remotely under the following guidelines:

Telework Guidelines:

- Work Hours: [Insert Work Hours]
- Communication: Maintain regular communication via [Insert Preferred Communication Tools].
- Availability: Ensure you are reachable during work hours at [Insert Contact Method].
- Performance: Continue to meet the performance standards as outlined in your job description.
- Data Security: Follow all company policies regarding data security and confidentiality.

Please acknowledge your acceptance of this telework authorization by signing below and returning a copy to me by [Return Deadline].

Sincerely,

[Manager's Name]
[Manager's Position]
[Company Name]

Employee's Signature
Date: _____