

Flexible Working Arrangements Policy

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Dear [Employee's Name],

We acknowledge your request for flexible working arrangements and appreciate your dedication to balancing work and personal responsibilities. This letter outlines the terms and conditions of your flexible working arrangement as discussed.

Flexible Working Arrangement Details

- **Work Schedule:** [Specify days and hours]
- **Work Location:** [Specify if remote or hybrid]
- **Review Period:** [Specify duration for review]
- **Performance Expectations:** [Specify any performance metrics]

Please keep in mind that this arrangement is subject to periodic review, and we encourage open communication regarding any adjustments that may be necessary.

We believe this flexible working arrangement will contribute to your productivity and job satisfaction.

If you agree to the terms outlined above, please sign and return a copy of this letter by [Insert Date].

Thank you for your commitment to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]