

Letter of Acknowledgment

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

We are pleased to formally acknowledge your transition to a permanent remote work role with [Company Name]. This letter serves to confirm the terms of your new position effective [Insert Start Date].

Your responsibilities will include, but are not limited to:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Please ensure that you have the necessary technology and workspace to perform your duties effectively from home. You will continue to report to [Supervisor's Name] and are expected to maintain regular communication with your team.

Thank you for your dedication and contributions to [Company Name]. We look forward to seeing you thrive in your new role.

If you have any questions or need further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]