

# Approval for Permanent Remote Work Arrangement

Date: [Insert Date]

To: [Employee's Name]

[Employee's Title]

[Company's Name]

[Company's Address]

Dear [Employee's Name],

We are pleased to inform you that your request for a permanent remote work arrangement has been approved. This decision acknowledges your contributions to the team and the successful trial period of remote work.

Your new work arrangement will commence on [Start Date] and will be governed by the following terms:

- Work hours: [Insert Work Schedule]
- Primary communication method: [Insert Communication Method]
- Performance expectations: [Insert Performance Expectations]

Please ensure that you have the necessary equipment and a conducive work environment to maintain productivity. Regular check-ins and performance reviews will continue as scheduled.

We appreciate your dedication and look forward to your continued success in this arrangement. If you have any questions or require further clarifications, please feel free to reach out.

Best regards,

[Your Name]

[Your Title]

[Company's Name]