

# Confirmation of Remote Work Arrangement

**Date:** [Insert Date]

**To:** [Employee's Name]

**From:** [Your Name/Title]

**Subject:** Confirmation of Ongoing Remote Work Setup

Dear [Employee's Name],

We are writing to confirm your ongoing remote work arrangement as discussed. This setup will remain in effect from [Start Date] until [End Date/Indefinitely], subject to review.

Please ensure that you continue to adhere to our team's communication guidelines and maintain productivity standards while working remotely.

If you have any questions or require further clarification, feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]