

# Notification of Permanent Remote Work Status

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Permanent Remote Work Status

Dear [Employee's Name],

We are pleased to inform you that your request for permanent remote work status has been approved. Effective [Start Date], you will officially transition to remote work on a permanent basis.

We appreciate your contributions and adaptability during this time, and we believe that this arrangement will continue to support your productivity and work-life balance.

Please ensure that you have all the necessary equipment and access to perform your duties effectively. Do not hesitate to reach out to IT for any support you may need.

If you have any questions or need further clarification regarding this new arrangement, feel free to reach out to me directly.

Thank you for your hard work and dedication.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]