

Update on Permanent Remote Employment

Dear [Employee's Name],

We hope this message finds you well. We are writing to provide you with an update regarding your request for permanent remote employment.

After careful consideration and review of your performance, we are pleased to inform you that your request has been approved. You are now officially recognized as a permanent remote employee as of [Effective Date].

Please find below the key details of your remote employment:

- **Work Hours:** [Specify Work Hours]
- **Communication Tools:** [List Tools]
- **Performance Reviews:** [Frequency of Reviews]

We encourage you to remain proactive in maintaining communication with your team. If you have any questions or need additional resources, please do not hesitate to reach out.

Thank you for your hard work and dedication. We look forward to your continued contributions to the team!

Sincerely,

[Your Name]

[Your Position]

[Company Name]