

# Flexible Work Arrangements Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Notification of Flexible Work Arrangements

Dear [Employee's Name],

We are pleased to inform you that your request for flexible work arrangements has been approved. Beginning on [Start Date], you will be able to work under the following arrangements:

- Work Schedule: [Specify days and hours]
- Remote Work: [Specify if applicable]
- Reporting: [Specify how and when to report progress]

We believe this arrangement will enhance your work-life balance while contributing to our team's success. Please ensure that you remain accessible during your scheduled hours and communicate any changes as needed.

If you have any questions or concerns, please do not hesitate to reach out.

Best regards,

[Manager's Name]

[Manager's Title]

[Company Name]

[Contact Information]