

# Remote Work Housing Eligibility Criteria

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name / HR Department]

Subject: Remote Work Housing Eligibility Criteria

Dear [Employee's Name],

This letter outlines the eligibility criteria for remote work housing allowance at [Company Name]. Please review the following points to ensure your compliance and understanding:

- **Duration of Employment:** Must have been employed for a minimum of [X months/years].
- **Job Role:** Must hold a position that is eligible for remote work.
- **Performance Standards:** Must meet or exceed defined performance metrics.
- **Remote Work Setup:** Must have a dedicated workspace that meets company standards.
- **Location:** Must reside within the authorized geographical area.

If you meet the above criteria and wish to pursue the housing allowance, please complete the attached application form and return it by [Deadline].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]