

Workplace Proximity Housing Eligibility Confirmation

Date: [Insert Date]

To: [Employee's Name]

From: [Your Company's Name]

Subject: Workplace Proximity Housing Eligibility Confirmation

Dear [Employee's Name],

We are pleased to inform you that you have been confirmed eligible for the Workplace Proximity Housing program. This program is designed to assist employees in securing housing that is in close proximity to your work location, thereby enhancing work-life balance and reducing commute times.

Your eligibility is based on the following criteria:

- Employment Type: [Full-time/Part-time/Contract]
- Length of Service: [X months/years]
- Current Position: [Job Title]

As part of this program, you may be entitled to [briefly outline any benefits or resources available, if applicable].

If you have any questions or need further information regarding the next steps, please do not hesitate to contact [Contact Person's Name] at [Contact Person's Email] or [Contact Person's Phone Number].

Thank you for your dedication to [Your Company's Name]. We look forward to supporting you in this journey.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]

[Company Address]

[Phone Number]

[Email Address]