

# Authorization for Telecommuting Arrangement

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We are writing to formally authorize your telecommuting arrangement as discussed in our recent meetings. This arrangement will be effective from [Start Date] to [End Date]. During this period, you are expected to fulfill your job responsibilities from your designated remote location.

Key points of the telecommuting arrangement:

- Working hours: [Insert Working Hours]
- Communication: [Specify Communication Tools/Methods]
- Performance evaluations: [Outline Evaluation Process]
- Equipment: [Mention Equipment Support if applicable]

Please ensure that you continue to adhere to company policies and maintain productivity during this time. If there are any concerns or changes needed, do not hesitate to reach out.

We appreciate your flexibility and commitment to your role within the organization.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]