

Telecommuting Agreement Approval

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that your request to telecommute has been approved. This agreement will allow you to work remotely on a regular basis, beginning on [Start Date]. Below are the terms of this telecommuting agreement:

- **Work Schedule:** [Specify Work Hours]
- **Remote Work Location:** [Specify Location]
- **Communication:** [Specify Communication Expectations]
- **Performance Expectations:** [Outline Key Performance Indicators]

Please confirm your acceptance of this agreement by signing and returning a copy by [Return Date]. If you have any questions, feel free to reach out.

Thank you for your continued contribution to [Company's Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company's Name]

[Company's Contact Information]