

Home Office Permission Letter

Date: [Insert Date]

To,

[Employee's Name]

[Employee's Position]

[Department]

Subject: Home Office Permission

Dear [Employee's Name],

We are pleased to inform you that your request to work from home has been approved. You are permitted to work remotely starting from [Start Date] until [End Date]. Please ensure that you remain accessible during your regular working hours and provide updates as required.

If you have any tools or resources you need to facilitate your work, please let us know so we can assist you accordingly.

Thank you for your understanding and dedication to your work.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]