

Official Remote Work Policy Endorsement

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Endorsement of Remote Work Policy

Dear [Employee's Name],

We are pleased to formally endorse your request to work remotely as part of our official remote work policy. Your contributions to our team have been invaluable, and we believe that this arrangement will allow you to maintain productivity while also achieving a better work-life balance.

As agreed, your remote work schedule will commence on [Start Date] and will be reviewed on [Review Date]. Please ensure you adhere to the guidelines set forth in our remote work policy, including maintaining regular communication and submitting weekly progress reports.

Your manager, [Manager's Name], will be available for support and guidance throughout this period. Should you have any questions or concerns, do not hesitate to reach out.

Thank you for your commitment and hard work.

Sincerely,

[Manager's Name]

[Job Title]

[Company Name]

[Contact Information]