

Letter of Sanctioned Home-Based Work

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that your request for home-based work has been approved. This arrangement will take effect from [Start Date] to [End Date]. The following terms and conditions apply:

- Work hours: [Specify Work Hours]
- Responsibilities: [Detail Responsibilities]
- Communication: [Specify Methods of Communication]
- Performance Evaluation: [Detail Evaluation Process]

Please ensure that you remain accessible during work hours and complete all assigned tasks in a timely manner. We expect the same level of professionalism and work quality as if you were present in the office.

Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your dedication and understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]