

Work Schedule Approval

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Approval of Virtual Work Schedule

Dear [Employee's Name],

We are pleased to inform you that your request for a virtual work schedule has been approved. Your new schedule will be effective from [Start Date] to [End Date]. Below are the details of your approved work hours:

- Monday: [Start Time] - [End Time]
- Tuesday: [Start Time] - [End Time]
- Wednesday: [Start Time] - [End Time]
- Thursday: [Start Time] - [End Time]
- Friday: [Start Time] - [End Time]

Please ensure you remain accessible during these hours and maintain communication with your team. If you have any questions or if further adjustments are needed, feel free to reach out.

Thank you for your commitment and hard work.

Best regards,

[Supervisor's Name]

[Job Title]

[Company Name]