

Work From Home Confirmation

Date: [Insert Date]

To: [Team Member's Name]

From: [Your Name]

Subject: Work From Home Confirmation

Dear [Team Member's Name],

This letter is to confirm your work-from-home arrangement starting from [Start Date] to [End Date]. Please ensure that you are accessible during regular working hours and complete your assigned tasks as scheduled.

If you have any questions or require further assistance, feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]