

Home Office Arrangement Notification

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Home Office Arrangement

Dear [Employee Name],

We are pleased to confirm your request for a home office arrangement due to [reason, e.g., health concerns, family commitments]. Your arrangement will be effective from [start date] to [end date].

During this period, you are expected to maintain regular work hours from [start time] to [end time], ensuring communication and collaboration with your team via [tools/platforms]. Please ensure you adhere to our company's remote work policies.

If you have any questions or require further assistance, do not hesitate to reach out.

Thank you for your continued dedication to our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]