

# Remote Work Confirmation

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are pleased to confirm your request to work remotely. This arrangement will commence on [Start Date] and will remain in effect until [End Date/Indefinitely]. During this period, your work responsibilities will remain unchanged, and you are expected to maintain regular communication with your team.

Please ensure that you adhere to your scheduled hours and deliverables. Should you encounter any challenges during this time, do not hesitate to reach out for assistance.

We appreciate your flexibility and commitment. If you have any questions regarding this arrangement, feel free to contact me.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]