

Telework Schedule Notification

Date: [Insert Date]

To: [Insert Employee's Name]

From: [Insert Supervisor's Name]

Subject: Telework Schedule Arrangement

Dear [Employee's Name],

We are pleased to inform you of the approved telework schedule. Below are the details:

- **Telework Days:** [Insert Days]
- **Work Hours:** [Insert Work Hours]
- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date (if applicable)]

Please ensure that you are accessible during work hours and maintain productivity as per our company's standards.

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

Best regards,

[Insert Supervisor's Name]

[Insert Supervisor's Title]

[Insert Company Name]

[Insert Contact Information]