

Virtual Work Arrangement

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are pleased to confirm your virtual work arrangement as discussed. This arrangement will allow you to perform your job remotely, starting from [Start Date]. Below are the details of the arrangement:

- **Work Hours:** [Specify Work Hours]
- **Communication:** [Specify Tools/Method of Communication]
- **Reporting:** [Detail Reporting Requirements]
- **Duration:** [Specify Duration, e.g., until further notice]

Please acknowledge your acceptance of this arrangement by signing and returning a copy of this letter by [Return Date].

Thank you for your flexibility and commitment to our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]