

Work-From-Home Approval Letter

Date: [Insert Date]

To,

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are pleased to inform you that your request to work from home has been approved. This arrangement will be effective from [Start Date] to [End Date]. We appreciate your dedication and flexibility during this time.

Please ensure that you maintain regular communication with your team and meet all deadlines as discussed.

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

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]