

Remote Work Opportunity Confirmation

Dear [Employee's Name],

We are pleased to confirm your remote work opportunity with [Company Name] effective from [Start Date]. This arrangement allows you to work from [Location] while maintaining your role as [Job Title].

Your expected working hours will remain the same, from [Start Time] to [End Time], and you will continue to report to [Supervisor's Name]. Please ensure that you have the necessary equipment and internet connectivity to perform your duties effectively.

Thank you for your flexibility and dedication. If you have any questions or need further information, feel free to reach out.

Best regards,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]