

Job Offer: Remote Work Opportunities

Date: [Insert Date]

Dear [Employee's Name],

We are excited to inform you that [Company Name] will be relocating our office to [New Location] effective [Relocation Date]. In conjunction with this move, we are pleased to offer you the opportunity to continue your role with us through remote work.

Your continued employment with [Company Name] as [Position Title] will involve working remotely from [Your Current Location/State/Country]. This arrangement allows for flexibility while ensuring that you remain a valuable part of our team.

As a remote employee, you will be provided with the necessary tools and resources to perform your duties effectively from your home office. Your primary responsibilities will remain the same, and you will report to [Supervisor's Name] on a regular basis for performance evaluations and team meetings via virtual platforms.

Please confirm your acceptance of this offer by [Response Deadline]. If you have any questions or concerns, feel free to reach out to [HR Contact Information].

We look forward to your continued contributions as we embark on this new chapter together!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]