

# Employer Authorization for Remote Work Arrangement

**Date:** [Insert Date]

**To:** [Employee's Name]

**Address:** [Employee's Address]

Dear [Employee's Name],

We are pleased to inform you that your request for a remote work arrangement has been approved. This authorization will be effective from [Start Date] until [End Date].

Under this arrangement, you will be expected to fulfill your job responsibilities while working from [Remote Work Location]. Please ensure that you remain accessible during regular work hours and stay in communication with your team and supervisor.

We kindly remind you to adhere to all company policies regarding data security and confidentiality while working remotely. Any equipment or resources needed for your work should be coordinated through your supervisor.

Should you have any questions or require further assistance, please don't hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]