

# Remote Work Conditions Acceptance

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Acceptance of Remote Work Conditions

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally accept the terms for remote work as discussed during our recent meeting on [insert date of discussion]. I appreciate the opportunity to work from [insert location].

As per our agreement, I understand that my working hours will be from [insert working hours], and I will be reachable via [insert communication tools, e.g., email, Slack, etc.] during these hours. I will ensure that my tasks and responsibilities are managed effectively and that I meet all deadlines.

I am looking forward to maintaining our team's productivity and collaboration while working remotely. Please feel free to reach out if there are any additional guidelines or expectations you would like to discuss.

Thank you once again for this opportunity.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]