

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Temporary Remote Work Arrangement Notification

Dear [Employee's Name],

We are writing to inform you that due to [reason for remote work arrangement, e.g., health and safety concerns, personal circumstances], you are approved to work remotely on a temporary basis. This arrangement will commence on [start date] and is expected to last until [end date or 'further notice'].

During this period, your responsibilities will remain the same, and we expect you to maintain communication with the team and complete your tasks effectively. Please ensure that you have the necessary tools and resources to perform your role remotely.

If you have any questions or require assistance in transitioning to remote work, feel free to reach out to me directly.

Thank you for your understanding and cooperation.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]