

<date>

To: <employee name>

From: <supervisor name>

Re: Remote Work Arrangement Request

Dear <name>,

Thank you for your interest in exploring the possibility of a remote work arrangement. A successful long-term remote work arrangement requires a high degree of mutual trust and ongoing communication to ensure optimal work productivity and performance.

A Remote Work Suitability Assessment has been completed to evaluate the potential effectiveness of a remote work arrangement. This assessment explores various factors in determining remote work compatibility for you, your role, and the team and is the first step in establishing a remote work arrangement.

This letter is to confirm you have been approved for a remote work arrangement. Using the attached Remote Work Agreement, we will work together to develop a shared understanding of expectations for your remote work arrangement including work location, job duties, work schedule, and how we will communicate. It also identifies operating parameters and important acknowledgements unique to the remote work arrangement.

Once we have had a chance to discuss, develop, and mutually understand the Agreement, I will ask that you sign and return it to me.

More specific information about what is possible in a remote work arrangement, including a link to the full policy, can be found on the Human Resources Remote Work [website](#).

I am excited for you to have this opportunity and look forward to your continued success in your role. Please feel welcome to reach out with any questions or concerns about next steps.

Respectfully,

<supervisor name>