

<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.

Unfortunately, at this time, the assessment does not support the establishment of a remote work arrangement. The primary factor in this decision was... (i.e. which section of the assessment identified the most significant challenges?). This creates a challenge because ... (i.e. explain the why, linking it to the business reason for declining the request).

Please know that your request was fully explored and considered within the context of our larger unit. Given that Remote Work Suitability Assessments are shared with, and ultimately approved/declined by, senior leadership at the Dean and Cabinet level, there is no appeal process to pursue.

If for some reason you feel additional information needs to be considered, please reach out to me for further discussion.

Respectfully,

<supervisor name>