**Mar 14, 2025**

**TO WHOM IT MAY CONCERN**

[Company XYZ Letterhead]

Human Resources Department

[Date]

To: [Employee Name]

[Employee Position]

Company XYZ

Subject: Proposal for Remote Work Arrangement

Dear [Employee Name],

I hope this letter finds you well. As part of our continuous effort to enhance workplace flexibility and employee productivity, the Human Resources Department has evaluated the feasibility of remote work arrangements for selected employees. After careful consideration, we would like to propose that you transition to a remote work setup effective [Start Date].

The decision to extend this opportunity to you is based on several factors, including your consistent performance, ability to work independently, and the nature of your role, which allows for seamless execution of tasks outside the office. Additionally, we recognize the importance of providing a conducive work environment that supports work-life balance while maintaining operational efficiency.

Outlined below are the key terms of this proposed remote work arrangement:

Work Schedule: Your standard working hours will remain the same as per your current contract, with flexibility where necessary to accommodate work demands.

Communication & Reporting: You will be required to maintain regular communication with your team via email, video conferencing, and other designated platforms. Weekly progress reports will be submitted to ensure alignment with company goals.

Performance Monitoring: Your deliverables and key performance indicators (KPIs) will continue to be monitored to ensure productivity remains at optimal levels.

Data Security & Confidentiality: All company policies regarding data protection and confidentiality remain in effect, and you are expected to adhere strictly to these guidelines while working remotely.

Equipment & Support: If needed, the company will provide necessary equipment or software to facilitate your remote work setup.

We believe that this arrangement will be mutually beneficial, allowing you to continue delivering high-quality work while enjoying the advantages of a flexible work environment. Please review the proposed terms and provide your feedback by [Response Deadline]. Should you have any concerns or require adjustments, we are open to discussions to ensure a smooth transition.

We appreciate your dedication to Company XYZ and look forward to your positive response. Kindly confirm your acceptance of this proposal by signing and returning a copy of this letter.

Best Regards,

[HR Representative's Name]

Human Resources Department

Company XYZ

Acceptance Confirmation

I, [Employee Name], acknowledge receipt and review of this proposal and hereby confirm my acceptance of the remote work arrangement as outlined above.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sincerely,**

Gazala Arif  
HR Manager