<date>

To: <employee name>

From: <supervisor name>

Re: Flexible Work Arrangement Request

Dear <name>,

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

This letter is to confirm that you have been approved for a flexible work arrangement. We will work together to develop a shared understanding of expectations for your new flexible work arrangement including work schedule, job duties, and how we will communicate.

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>