

[Date]

[Employee Name]

[Employee ID]

[Address]

**Subject: Confirmation of Distributed Team Placement**

Dear [Employee Name],

We are pleased to confirm your placement as a member of the [Department/Project Name] team, effective [Start Date]. This position is designated as a distributed role, and you will be working remotely from [City/State/Country].

**Position Details:**

- **Job Title:** [Title]
- **Reporting Manager:** [Manager Name]
- **Core Working Hours:** [Time Zone/Hours]
- **Primary Communication Channel:** [e.g., Slack/Microsoft Teams]

As a distributed team member, you are responsible for maintaining a secure and reliable internet connection and adhering to the company's remote work policies regarding data security and communication responsiveness. All necessary hardware provided by the company will be shipped to your registered address by [Date].

We look forward to your contributions to the team. Please sign and return a copy of this letter to acknowledge your acceptance of these placement terms.

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

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**Acknowledgment:**

I accept the terms of this distributed placement.

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