

[Date]

[Employee Name]

[Employee ID]

[Address]

Subject: Remote Assignment Placement Confirmation

Dear [Employee Name],

We are pleased to confirm your placement in a remote assignment for the position of [Job Title] within the [Department Name] department, effective [Start Date].

Your primary work location will be your designated home office. During this assignment, your supervisor will be [Supervisor Name]. Your current compensation, benefits, and core working hours of [Start Time] to [End Time] [Time Zone] will remain unchanged, unless otherwise specified in your employment agreement.

As a remote employee, you are expected to maintain a professional workspace with a reliable internet connection. You must comply with all company policies, including data security, confidentiality, and time-tracking requirements. The company will provide the following equipment: [List Equipment].

This remote arrangement is subject to periodic review based on performance and business needs. Either party may initiate a review of this arrangement at any time.

Please acknowledge your acceptance of this remote placement by signing and returning a copy of this letter by [Due Date].

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Acknowledgment:

[Employee Signature]

[Date]