

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

**Subject: Letter of Placement - Work From Home Position**

Dear [Candidate Name],

We are pleased to offer you the position of [Job Title] at [Company Name]. This letter confirms your placement as a remote employee, effective from [Start Date].

As a Work From Home (WFH) staff member, your primary work location will be your home office. You will report directly to [Supervisor Name/Title].

**Terms of Placement:**

- **Salary:** Your annual base salary will be \$[Amount], payable in [Monthly/Bi-weekly] installments.
- **Working Hours:** Your standard working hours are [Start Time] to [End Time], [Time Zone].
- **Equipment:** The company will provide [List Equipment, e.g., laptop, monitor, headset] to facilitate your remote work.
- **Connectivity:** You are responsible for maintaining a secure and high-speed internet connection.

Please note that all company policies regarding data security, confidentiality, and professional conduct apply to your remote work environment.

To accept this placement, please sign and return a copy of this letter by [Deadline Date].

We look forward to having you join our remote team.

Sincerely,

[Signature]

[Sender Name]

[Sender Title]

[Company Name]

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**Acknowledgment and Acceptance:**

I accept the Work From Home placement under the terms outlined above.

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