

Date: [Insert Date]

To: [Hiring Manager Name / HR Department]

Company: [Company Name]

Subject: Statement of Working Hours and Availability - [Your Name]

Dear [Manager Name],

This letter serves to formally outline my professional working hours and availability as a Remote Recruiter for [Company Name]. To ensure seamless collaboration with the team and timely communication with candidates, I will adhere to the following schedule:

Standard Working Hours:

- **Monday:** [Start Time] to [End Time] [Time Zone]
- **Tuesday:** [Start Time] to [End Time] [Time Zone]
- **Wednesday:** [Start Time] to [End Time] [Time Zone]
- **Thursday:** [Start Time] to [End Time] [Time Zone]
- **Friday:** [Start Time] to [End Time] [Time Zone]

Communication & Responsiveness:

- **Email/Messaging:** I will be active and responsive on [Slack/Teams/Email] during the hours listed above.
- **Candidate Interviews:** My primary interview blocks are set for [Insert Time Blocks, e.g., 10:00 AM - 4:00 PM].
- **Internal Meetings:** I am available for syncs and strategy meetings provided they are scheduled within my active hours.

Out-of-Office Protocol:

For any planned absences or adjustments to this schedule, I will provide at least [Number] days' notice and update my shared calendar accordingly. In case of urgent recruitment needs outside of these hours, I can be reached via [Phone/Emergency Contact Method].

I am committed to maintaining high productivity and meeting our hiring targets while working remotely. Please let me know if you have any questions regarding this schedule.

Best regards,

[Your Signature]
[Your Printed Name]
[Your Job Title]