[Date]

To Whom It May Concern,

This letter is to confirm that [Employee Name] has the option to work remotely [and only needs to come to the office (frequency required)] *or* [Never needs to come to the office in person]. [*Optional additional comment:* We are aware that (name) will live outside typical commuting distance. We are not concerned with the distance due to his/her predominantly remote role]. This is a permanent arrangement.

Sincerely,

[*HR Rep or Manager Name*]

[Title]

[*Phone*]

[*Email*]