

[Date]

[Employee Name]

[Employee ID]

[Job Title]

Subject: Approval of Reasonable Accommodation - Remote Work

Dear [Employee Name],

This letter is to formally notify you that your request for a medical accommodation has been reviewed and approved. Based on the medical documentation provided and our recent interactive discussion, [Company Name] has approved a remote work arrangement to assist you in performing the essential functions of your position.

The details of your accommodation are as follows:

- **Effective Date:** [Start Date]
- **Work Location:** Remote / Home Office
- **Schedule:** [Full-time remote / Specific days per week]
- **Duration:** [Permanent / Temporary until Date]

Please note the following conditions of this approval:

- You are expected to maintain the same performance standards and productivity levels as required in the office.
- You must remain available during your designated working hours via [Email/Slack/Phone].
- The company reserves the right to re-evaluate this accommodation if business needs change or if the accommodation no longer enables you to perform your essential job duties.

We will schedule a follow-up meeting on [Date] to discuss how the arrangement is working and determine if any adjustments are necessary.

If you have any questions regarding this letter or your work requirements, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Signature]

[Name of Manager or HR Representative]

[Title]