

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Approval of Remote Work Accommodation Request

Dear [Employee Name],

We are writing to formally approve your request for a temporary remote work accommodation related to your pregnancy, effective [Start Date].

Based on our recent discussion and the documentation provided, the following terms have been established for this arrangement:

- **Duration:** This accommodation is approved until [End Date/Expected Start of Maternity Leave].
- **Work Schedule:** You are expected to maintain your regular working hours of [Start Time] to [End Time].
- **Communication:** You are expected to remain available via [Email/Slack/Teams/Phone] during business hours and attend all required virtual meetings.
- **Performance Standards:** All existing performance goals and deliverables remain in effect.

Please note that this is a temporary modification to your work location. If there are changes to your medical needs or if you require further adjustments, please notify Human Resources as soon as possible.

We are committed to supporting you during this time. Please sign below to acknowledge your agreement to these terms and return a copy to the HR department.

Sincerely,

[Name of Manager/HR Representative]

[Title]

[Company Name]

Employee Acknowledgment:

I accept the terms of this remote work accommodation.

Signature: _____ Date: _____