Date  
Name  
Address

Dear Ms. Jennifer,

We have thoroughly gone through your request for and reasons behind working from home. We have decided to accept your request provided you fulfill all the related criteria.

Attached with this letter is a form that needs to be filled and submitted by the end of this month i.e. September 2019, to complete the processing of your request application. The attached document also contains all the details of the company policies regarding working from home along with the required standard of work.

You have been our exceptional employee and we hope that the level of your efforts and work would not show any decline. We do not care where you work from, but we care about the standard and quality of your work. Also, we want you to work in an environment that is comfortable for you.

We acknowledge that you have a little baby who needs your attention and you cannot leave him alone until you find a nanny. Therefore, we are allowing an open time period for your working from home. You only have to visit the office once a month for a few hours just to provide a presentation about the updates. We have requested the IT department to allow your access to the main network from your home.

We would appreciate if you would make the arrangements for the baby and come back to the office on a regular basis soon. Feel free to contact us for any information or query regarding the attached document.

Regards,

Jill William.