

Work From Home Offer Letter Sample Format

[Your Company Logo]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Work-From-Home Offer Letter

We are delighted to extend an offer for the position of [Job Title] at [Your Company Name] to you. After careful consideration of your qualifications and experience, we are confident that your skills will contribute significantly to the success of our team.

Job Details:

- **Job Title:** [Job Title]
- **Department:** [Department]
- **Start Date:** [Start Date]
- **Working Hours:** [Number of hours per day/week]
- **Reporting to:** [Supervisor/Manager's Name]
- **Compensation:** [Salary/Compensation details]

As part of our commitment to fostering a flexible work environment, we are pleased to offer you the opportunity to work remotely from home. This arrangement is subject to the following terms and conditions:

1. **Remote Work Agreement:** You will be required to adhere to the company's remote work policies outlined in the attached Remote Work Agreement document.
2. **Communication:** Regular communication with your team and supervisor is essential. We will utilize [communication tools/platforms] to ensure seamless collaboration.
3. **Performance Evaluation:** Your performance will be regularly evaluated based on pre-determined metrics and goals. Regular check-ins and performance reviews will be conducted to assess your progress.
4. **Equipment and Resources:** [Specify if the company will provide any equipment/resources or if the employee is expected to use their own.]

Please review the attached documents which outline the terms and conditions of your employment, including the Remote Work Agreement. Kindly sign and return the offer letter by [due date] to indicate your acceptance of the terms.

We are excited about the prospect of having you join our team and believe that your skills and experience will be valuable assets to our company.

If you have any questions or require further clarification, please do not hesitate to contact us at [contact information].

Welcome aboard, and we look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Attachments: Offer Letter, Remote Work Agreement]