To,

[Name of Recipient]

[Designation of Recipient]

[Address of Recipient]

Date:

**Subject: Approval Letter to Work from Home**

Dear Mr./Mrs. [name of Recipient],

I am writing this letter to inform you that your request for working from home has been duly accepted and approved by the management of [mention Organization name]. We received this request from your side on [mention date] and considering the situation in your personal life, we have approved your request as a result of which you will be allowed to work from home for the next three months starting from [mention start date] to [mention end date].

However, you will have to pay visit to office to attend the monthly meetings that are held in the very first week of each month. We hope that your performance will stay the same for this period and you will keep focused towards your targets and objectives.

For further queries or details, feel free to contact me.

Best Regards,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]