

Work from Home Declaration

Date: _____

To,
The HR Manager,
[Company Name]

Subject: **Declaration for Work from Home Due to Residence in Containment Zone**

Respected Sir/Madam,

I, **[Employee Name]**, holding Employee ID **[Employee ID]**, working as **[Designation]** in the **[Department/Team]**, hereby declare that my current residential address **[Full Address]** falls within a government-identified containment zone as per the latest public health directives.

In compliance with local regulations, and in accordance with the company's work-from-home policy, I will be carrying out my official duties remotely during the containment period, as stipulated by the health authorities.

- I will remain available and reachable during regular working hours.
- I will adhere to all company guidelines regarding data privacy, productivity, and conduct while working from home.
- I will inform HR/Reporting Manager in case of any change in my containment status or address.

I acknowledge and accept the terms and responsibilities of remote working and assure you of my continued commitment and productivity during this period.

Thank you for your understanding and support.

Sincerely,
[Employee Name]
[Signature]
[Contact Number]

*This **work from home declaration** template is designed for employees residing in containment zones, ensuring clear communication and compliance with organizational policies. It formalizes the employee's commitment to remote work during restricted movement periods, promoting safety and productivity. Employers can customize this sample to suit their specific operational requirements and local guidelines.*