25 January 2023

Re: **<<FIRST NAME>> <<LAST NAME>>**

PPS: **<<Employee PPS No.>>**

Staff ID: **<< >>**

**To Whom It May Concern:**

This is to certify that **<<FIRST NAME>> <<LAST NAME>>** is employed by the University of Limerick and in accordance with the University’s Blended Working Policy, has been approved for remote working based on the terms of the policy. This letter certifies that the above mentioned staff member availed of remote working for [Number of Days] in [2022/2023 etc]

For any further queries, please feel free to contact us at the email address below.

Yours sincerely,

***<<Manager>>***

***<<Department>>***

***University of Limerick***

***Email: << >>***