***Email confirmation from line manager to employee who cannot work remotely at all***

Dear [name]

Thank you for engaging with our recent discussions about the University’s New Ways of Working project. As we discussed, remote working is not feasible within your current post due to the nature of your role [add details if appropriate eg since your role is primarily to provide maintenance support to the X building/to work as a gallery attendant/to provide reception services to the building/to work on technical equipment which is only available in X building, etc].

[if appropriate] However, thank you for engaging with the broader discussion about how the New Ways of Working arrangements might work across the department more broadly.

[usual sign off]