DATE

**Via Electronic Mail:**

Kelly Hardwick

State Personnel Director

mspb.communications@mspb.ms.gov

Re: Agency Remote Work Policy Compliance

Dear Mr. Hardwick:

On behalf of [Agency Name], I hereby certify that our agency's remote work policy is fully compliant with the guidelines set forth in Section 6.6 of the Mississippi State Personnel Board Policy and Procedures Manual.

Sincerely,

Agency Head Name

Title
Agency