Remote Work Policy

Date: [Insert Date]

To: [Employee Name]

From: [Manager's Name]

Subject: Remote Work Policy

Introduction

This remote work policy outlines the guidelines and expectations for employees working remotely at [Company Name].

Eligibility

Employees eligible for remote work must meet the following criteria:

- Job responsibilities that can be performed remotely.
- A proven track record of productivity and accountability.

Working Hours

Employees are expected to maintain their regular working hours, [insert hours], while working remotely.

Communication

Regular communication is crucial. Employees should:

- Participate in daily/weekly check-ins.
- Be available via [preferred communication tools].

Performance Monitoring

Manager will monitor performance based on:

- Set objectives and deadlines.
- Regular feedback sessions.

Equipment and Security

Employees must ensure the security of company data and equipment. [Include instructions on equipment use and data protection policies.]

Conclusion

If you have any questions about this policy, please feel free to reach out.

Sincerely,

[Manager's Name]
[Manager's Title]