

# Remote Employment Framework Agreement

Date: [Insert Date]

To,

[Employee's Name]

[Employee's Address]

## **Subject: Remote Employment Framework Agreement**

Dear [Employee's Name],

We are pleased to confirm your remote employment arrangement with [Company Name] under the following framework:

### **1. Position**

Your position will be [Employee's Position], and you will report directly to [Supervisor's Name].

### **2. Work Hours**

Your expected work hours are [Insert Work Hours, e.g., 9 AM - 5 PM].

### **3. Communication**

Regular communication will be maintained via [Specify Tools, e.g., Slack, Zoom].

### **4. Equipment and Expenses**

The company will provide [List any equipment, if applicable]. You will be reimbursed for [Specify Reimbursable Expenses].

### **5. Performance Review**

Performance reviews will be conducted [Specify Frequency, e.g., quarterly].

### **6. Other Terms**

Please refer to the complete Remote Work Policy for additional details regarding your employment terms.

We look forward to a productive working relationship.

Sincerely,

[Your Name]

[Your Position]

[Company Name]