

Remote Work Compliance Notification

Dear [Employee's Name],

This letter serves to inform you about the compliance requirements related to your remote work arrangement.

As part of our commitment to maintaining productivity and adherence to company policies during remote work, please ensure you are compliant with the following:

- Maintain regular work hours as agreed in your remote work policy.
- Ensure that all work equipment provided by the company is used solely for work-related purposes.
- Protect sensitive company information and adhere to data privacy regulations.
- Communicate with your team regularly and participate in scheduled meetings.
- Submit weekly progress reports to your manager.

Failure to comply with these requirements may result in a review of your remote work arrangement.

If you have any questions or concerns, please feel free to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]