

# Technology Checklist for Remote Employees

Dear [Employee's Name],

As we transition to remote work, it's important to ensure that you have all the necessary technology and tools to stay productive. Please review the checklist below to confirm that you have everything you need:

## Technology Checklist

- **Computer:** Ensure you have a reliable laptop or desktop.
- **Internet Connection:** Confirm that you have a stable internet connection with adequate speed.
- **Access to Software:** Verify that you have access to essential software (e.g., VPN, collaboration tools).
- **Headset/Microphone:** Check that you have a good quality headset or microphone for calls.
- **Webcam:** Ensure you have a functioning webcam for video meetings.
- **Backup Power:** Consider having a backup power source, such as a surge protector or UPS.

If you have any concerns or require additional resources, please do not hesitate to reach out.

Thank you!

Sincerely,  
[Your Name]  
[Your Position]