

Distance Working Protocol

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Your Title]

Subject: Distance Working Protocol

Dear [Employee's Name],

As part of our commitment to providing a flexible work environment, this letter outlines the distance working protocol that will guide your remote work arrangement.

1. Work Hours

You are expected to maintain your regular work hours from [Insert Start Time] to [Insert End Time], Monday through Friday, unless otherwise agreed upon.

2. Communication

Daily communication is essential for team collaboration. Please check in via [Insert Communication Tool] at the beginning of each workday and participate in weekly team meetings.

3. Productivity and Accountability

It is important to keep track of your tasks and deliverables. [Specify any tools or methods for tracking work progress].

4. Equipment and Technology

You are responsible for ensuring you have the necessary technology and a suitable workspace to fulfill your duties effectively.

5. Performance Reviews

Your performance will be evaluated regularly through [Insert Review Process]. Feedback will be provided to ensure you are supported in your role.

Should you have any questions or require clarification on the distance working protocol, please feel free to reach out.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]