

Telework Implementation Plan

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Telework Implementation Plan

Dear [Employee's Name],

In light of the ongoing developments and to support a flexible working environment, we are excited to implement a Telework Policy for our organization. This letter outlines the key components of your telework arrangement.

1. Telework Schedule

Your approved telework days will be: [Insert Days] from [Insert Start Time] to [Insert End Time].

2. Communication

You are expected to maintain regular communication with your team via [Insert Communication Tools, e.g., email, video calls].

3. Performance Expectations

While working remotely, you will be held to the same performance standards as in the office. Regular check-ins will be scheduled to discuss your progress.

4. Equipment and Resources

The organization will provide the necessary equipment [list equipment if applicable] to facilitate your work from home.

Please confirm your acceptance of this telework plan by signing below and returning it to me by [Insert Date]. If you have any questions or require further information, do not hesitate to reach out.

Thank you for your flexibility and commitment to maintaining productivity during this telework period.

Sincerely,

[Your Name]

[Your Position]

[Employee's Name]