

# Franchise Virtual Work Expectations

Date: [Insert Date]

To: [Franchisee Name]

From: [Franchisor Name]

Subject: Virtual Work Expectations for Franchise Operations

Dear [Franchisee Name],

As we continue to enhance our franchise operations, we want to provide clarity on the virtual work expectations that are vital for your success. Please review the following guidelines carefully:

## 1. Communication

Regular communication is essential. Ensure you check your emails daily and participate in weekly video calls.

## 2. Availability

Maintain a consistent work schedule from [insert start time] to [insert end time], and be available during these hours for team discussions.

## 3. Performance Goals

Focus on achieving your monthly performance metrics, which will be reviewed during our monthly check-ins.

## 4. Technology Usage

Utilize the designated software and tools provided by our franchise to ensure seamless operations.

## 5. Reporting

Submit weekly reports detailing progress, challenges, and perspectives on how to improve operations.

If you have any questions regarding these expectations, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Franchisor Company Name]