

Remote Collaboration Agreement

Date: [Insert Date]

From: [Your Name]
[Your Address]
[Your Email]
[Your Phone Number]

To: [Collaborator's Name]
[Collaborator's Address]
[Collaborator's Email]
[Collaborator's Phone Number]

Subject: Remote Collaboration Agreement

Dear [Collaborator's Name],

This letter serves as a formal agreement for our remote collaboration on the [Project Name]. The purpose of this collaboration is to [describe the purpose or goal of the collaboration].

1. Responsibilities

Each party agrees to fulfill their specific responsibilities as outlined below:

- [Your Name]: [Your specific responsibilities]
- [Collaborator's Name]: [Collaborator's specific responsibilities]

2. Communication

The parties agree to maintain clear and consistent communication through [specify communication tools/platforms, e.g., email, video calls]. Meetings will be held [specify frequency, e.g., weekly].

3. Duration

This agreement will commence on [start date] and will conclude on [end date], unless extended by mutual agreement.

4. Confidentiality

Both parties agree to keep confidential information received during this collaboration private and not disclose it to any third parties.

5. Termination

This agreement may be terminated by either party with [specify notice period, e.g., two weeks] written notice.

By signing below, both parties acknowledge and agree to the terms outlined in this Remote Collaboration Agreement.

[Your Name]
[Your Position]
Date: _____

[Collaborator's Name]
[Collaborator's Position]
Date: _____

Thank you for your collaboration.

Sincerely,

[Your Name]
[Your Position]