

Telecommuting Agreement

Date: [Insert Date]

Employee Name: [Employee Name]

Employee ID: [Employee ID]

Department: [Department Name]

Agreement Terms

This Telecommuting Agreement is made between [Company Name] and [Employee Name]. The terms and conditions of telecommuting are as follows:

1. **Work Schedule:** The employee will adhere to the following work schedule: [Insert Schedule]
2. **Work Location:** The primary work location for telecommuting will be: [Insert Location]
3. **Communication:** The employee agrees to maintain regular communication with their supervisor via [Insert Preferred Communication Method].
4. **Performance Expectations:** The employee will continue to meet all performance expectations as outlined in the employee handbook.
5. **Equipment and Resources:** The company will provide the necessary equipment and tools to perform job duties remotely.
6. **Termination of Agreement:** Either party can terminate this agreement with [Insert Notice Period].

Signatures

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

By signing this agreement, both parties agree to the terms outlined above.