

Flexible Work Location Agreement

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

We are pleased to offer you a flexible work location agreement, allowing you to work remotely as per the following terms:

Agreement Terms

- **Work Schedule:** [Insert agreed work hours]
- **Location:** [Insert approved work location]
- **Duration:** [Insert duration of agreement]
- **Communication:** Regular check-ins through [Insert communication method]
- **Performance Expectations:** [Insert performance metrics/expectations]

We believe this arrangement will contribute positively to your work-life balance while maintaining productivity. Please sign below to indicate your acceptance of these terms.

Employee Signature

Date: _____

Thank you for your dedication and hard work.

Sincerely,

[Your Name]

[Your Position]

[Company Name]