

# Remote Work Expectations and Responsibilities

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Remote Work Expectations and Responsibilities

Dear [Employee Name],

As we continue to adapt to a remote working environment, I would like to outline the expectations and responsibilities for your role while working remotely:

## Work Hours

1. You are expected to work during standard business hours, from [Start Time] to [End Time], [Days of the Week].

## Communication

2. Regular communication is crucial. Please check emails and messages at least [Frequency] and respond in a timely manner.

## Meetings

3. Attend all scheduled meetings via [Platform/Tool]. Make sure to have your camera on and be prepared.

## Responsibilities

4. Complete all assigned tasks by their deadlines. Reach out if you need assistance or additional resources.

## Performance Tracking

5. We will schedule bi-weekly check-ins to discuss progress and any challenges you may be facing.

Thank you for your adaptability during this transition. Please feel free to reach out if you have any questions or need further clarification on these expectations.

Best Regards,

[Manager Name]

[Job Title]

[Company Name]