

Virtual Employment Terms Agreement

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to offer you a position as [Job Title] with [Company Name]. This letter outlines the terms of your employment.

1. Position

Your position will be [Job Title], and you will report to [Supervisor's Name].

2. Start Date

Your start date will be [Insert Start Date].

3. Compensation

Your salary will be [Insert Salary], paid on a [Biweekly/Monthly] basis.

4. Work Hours

Your regular working hours will be from [Start Time] to [End Time], [Days of the Week].

5. Benefits

You will be eligible for [List Benefits, e.g., health insurance, retirement plans] as per company policy.

6. Remote Work Policy

You will perform your duties remotely, ensuring you have the necessary tools and a conducive workspace.

7. Termination

Either party may terminate this agreement with [Number of Days] notice.

Please sign and return a copy of this letter to indicate your acceptance of the terms outlined above.

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]

Acceptance:

I, [Employee Name], accept the terms of employment as outlined above.

_____ [Employee Signature] _____ [Date]