

Work-From-Home Policy Acknowledgment

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Company Name]

Subject: Acknowledgment of Work-From-Home Policy

Dear [Employee's Name],

This letter serves to confirm your acknowledgment of the Work-From-Home Policy as outlined in our company guidelines. By signing this document, you agree to adhere to the rules and responsibilities associated with remote work, including but not limited to:

- Maintaining productivity and meeting deadlines.
- Ensuring communication with team members and supervisors.
- Providing a safe and distraction-free work environment.

We appreciate your cooperation and dedication to maintaining our standards while working from home.

Please sign below to indicate your understanding and acceptance of this policy:

Employee Signature

Date

Thank you,

[Your Name]

[Your Position]

[Company Name]