

Remote Work Agreement

Date: [Insert Date]

To: [Employee's Name]

From: [Employer's Name]

Subject: Remote Work Agreement

Dear [Employee's Name],

We are pleased to confirm your remote work arrangement in your role as [Job Title]. This agreement outlines the terms and conditions under which you will work remotely.

1. Duration of Agreement

This agreement will be effective from [Start Date] to [End Date].

2. Work Hours

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

3. Communication

You will be required to check in via [Preferred Communication Tool] at least [Frequency of Check-ins].

4. Equipment

Company will provide necessary equipment, including [List Equipment].

5. Confidentiality

You agree to adhere to the company's confidentiality guidelines at all times.

We look forward to your continued contributions while working remotely.

Best Regards,
[Employer's Name]
[Company Name]