

# Telecommuting Expectations and Responsibilities

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Telecommuting Expectations and Responsibilities

Dear [Employee Name],

As we transition to a telecommuting arrangement, it is important to outline the expectations and responsibilities associated with this new work environment.

## Work Hours

You are expected to maintain the same work hours as you would in the office: [Insert work hours]. Please be available during these hours for communication and collaboration.

## Communication

Regular communication is key. You are required to check in with your team daily via [insert communication tool, e.g., Slack, email] and attend all scheduled virtual meetings.

## Productivity and Deliverables

It is essential to remain productive and meet project deadlines. Please provide weekly updates on your progress and report any challenges you may encounter.

## Work Environment

Ensure you have a suitable and distraction-free workspace at home that allows you to work effectively.

## Data Security

Follow all company policies regarding data security and confidentiality. Use a secure internet connection and ensure that no sensitive information is visible or accessible to others.

Please feel free to reach out if you have any questions or need further clarification regarding these expectations.

Thank you for your cooperation and commitment.

Sincerely,

[Manager Name]

[Manager Job Title]