

Telecommuting Policy Acknowledgment

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Acknowledgment of Telecommuting Policy

Dear [Employee Name],

I am writing to confirm your acknowledgment of our company's telecommuting policy. As discussed, this policy outlines the expectations and responsibilities of employees who wish to work remotely.

By signing below, you agree to adhere to the terms and conditions set forth in the telecommuting policy, which you were provided with and have had the opportunity to review.

Thank you for your cooperation in ensuring a productive and effective telecommuting experience.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

Signature: _____

Date: _____