

# Telecommuting Agreement

Date: [Insert Date]

To: [Employee's Name]

From: [Employer's Name]

Subject: Agreement for Permanent Telecommuting Position

Dear [Employee's Name],

We are pleased to confirm your transition to a permanent telecommuting position with [Company Name]. This agreement outlines the terms and conditions of your telecommuting arrangement:

## 1. Position Details

Your position as [Job Title] will remain the same, with all responsibilities and duties continuing as outlined in your original job description.

## 2. Work Schedule

Your regular work hours will remain from [Start Time] to [End Time], [Days of the Week]. Please ensure availability during these hours.

## 3. Communication

You will be required to maintain communication with your team via [preferred communication tools, e.g., email, Slack, Zoom].

## 4. Equipment and Resources

[Company Name] will provide you with the necessary equipment and resources to perform your job effectively while working remotely.

## 5. Performance and Accountability

Your performance will be reviewed regularly as per our standard review process. Expectations for productivity and deliverables will remain consistent with in-office roles.

## 6. Agreement Duration

This telecommuting arrangement will be effective as of [Start Date] and will be subject to review every [time period, e.g., six months].

Please indicate your acceptance of these terms by signing below.

\_\_\_\_\_  
[Employee's Name]  
Date: \_\_\_\_\_

\_\_\_\_\_  
[Employer's Name]  
Date: \_\_\_\_\_

We look forward to your continued contributions to the team while working remotely.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]