

Telecommuting Rules and Responsibilities

Date: [Insert Date]

To: [Employee Name]

From: [Manager's Name]

Subject: Retail Telecommuting Rules and Responsibilities

Dear [Employee Name],

As part of our commitment to maintaining a productive and efficient work environment while allowing for telecommuting, it is essential that all employees adhere to the following rules and responsibilities:

- **Work Hours:** Employees are expected to maintain regular work hours from [Start Time] to [End Time] and be available via [Communication Tools].
- **Productivity:** Employees must meet their performance targets and deadlines consistently.
- **Communication:** Regular check-ins with your manager are required to discuss progress and any challenges faced.
- **Workspace:** Employees should establish a dedicated workspace that minimizes distractions to facilitate focused working conditions.
- **Compliance:** All company policies regarding data protection, confidentiality, and work conduct remain in effect while telecommuting.

Please acknowledge your understanding of these rules by signing and returning a copy of this letter by [Return Date]. If you have any questions, feel free to reach out.

Best regards,

[Manager's Name]

[Manager's Title]

[Company Name]