

Remote Work Policy Acknowledgment

Date: **[Insert Date]**

Employee Name: **[Insert Employee Name]**

Position: **[Insert Position]**

Dear **[Employee Name]**,

By signing this letter, you acknowledge that you have received, read, and understood the Remote Work Policy outlined by **[Company Name]**. You agree to adhere to the guidelines and expectations set forth in the policy while working remotely.

Please review the key points of the policy:

- Work Hours and Availability
- Communication Protocols
- Data Security and Privacy Measures
- Performance Expectations
- Equipment and Technical Support

Thank you for your commitment to maintaining productivity and collaboration while working remotely. Your cooperation is essential for our continued success.

Please sign below to confirm your acknowledgment:

Employee Signature: _____

Date: _____

Best regards,

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