

Supplier Telecommuting Arrangement

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We are writing to formalize the telecommuting arrangement for the upcoming [specify duration or project, if applicable].

Telecommuting Details

- **Effective Start Date:** [Insert Date]
- **Expected End Date:** [Insert Date, if applicable]
- **Working Hours:** [Insert Working Hours]
- **Primary Communication Tools:** [Insert Tools, e.g., Zoom, Slack]
- **Reporting Structure:** [Insert Details]

Expectations

During this period, we expect the following:

- [Expectation 1]
- [Expectation 2]
- [Expectation 3]

We believe this arrangement will enhance productivity and allow for a flexible work environment. Please confirm your agreement to this arrangement by signing below.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

Agreement

[Supplier Contact Name]

[Title]

Date: _____