

Telework Eligibility Criteria Acknowledgment

Date: [Insert Date]

To: [Employee Name]

Department: [Employee Department]

From: [Supervisor/Manager Name]

Subject: Acknowledgment of Telework Eligibility Criteria

Dear [Employee Name],

This letter serves as an acknowledgment of the telework eligibility criteria that have been discussed and agreed upon. As you are aware, the following criteria must be met for telework to be approved:

- Performance Standards: [Insert standards]
- Job Responsibilities: [Insert job roles]
- Communication Protocols: [Insert protocols]
- Availability: [Insert availability requirements]

By signing this acknowledgment, you confirm that you understand and agree to adhere to the outlined telework criteria.

Should you have any questions or need further clarification, please do not hesitate to reach out.

Sincerely,

[Supervisor/Manager Name]

[Title]

[Contact Information]

Employee Acknowledgment:

[Employee Signature] Date: _____