

Remote Work Policy Acknowledgment Receipt

Date: **[Insert Date]**

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

Employee ID: **[Insert Employee ID]**

Department: **[Insert Department]**

Dear [Employee Name],

This letter serves as an acknowledgment that you have received and reviewed the remote work policy for [Company Name]. This policy outlines the guidelines, responsibilities, and expectations associated with working remotely.

Please sign below to confirm your understanding and agreement to adhere to the terms outlined in the remote work policy.

Employee Signature: _____

Date: _____

Thank you,

[Manager/Supervisor Name]

[Title]

[Company Name]