

Telecommuting Agreement

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to confirm your telecommuting arrangement with [Company Name]. This letter outlines the terms of your telecommuting agreement:

1. Effective Date

Your telecommuting arrangement will begin on [Start Date] and will be subject to periodic review.

2. Work Schedule

You will be expected to work your regular hours from [Start Time] to [End Time], [Days of the Week].

3. Communication

You are required to remain accessible via [Communication Tools] during your work hours.

4. Equipment and Resources

[Company Name] will provide you with the necessary equipment, including [List of Equipment].

5. Performance and Reviews

Your performance will be evaluated based on [Performance Metrics]. Regular check-ins will be scheduled to discuss your progress.

6. Confidentiality

You are expected to maintain confidentiality with respect to [Company Name]'s proprietary information.

Please sign and return a copy of this letter by [Return Date] to confirm your acceptance of this telecommuting arrangement.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Employee Signature: _____ Date: _____

Employer Signature: _____ Date: _____