

Remote Work Agreement

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Suggestion for Remote Work Agreement

Dear [Employee Name],

I hope this message finds you well. As we continue to adapt to new working arrangements, I would like to propose the following remote work agreement for your consideration:

Remote Work Schedule

Proposed working days: [Insert days, e.g., Monday to Friday]

Working hours: [Insert hours, e.g., 9 AM - 5 PM]

Communication

We will maintain regular communication through [insert platforms, e.g., Slack, Zoom]. Please ensure your availability during working hours for meetings and updates.

Performance and Accountability

We will set measurable goals and conduct regular check-ins to assess progress and address any challenges that may arise.

Equipment and Resources

Please confirm that you have the necessary equipment and internet connection to support remote work. Company resources will be provided as needed.

Duration of Agreement

This agreement will be reviewed after [insert duration, e.g., 3 months] and can be adjusted based on performance and mutual agreement.

Please review this proposal and let me know your thoughts. Your feedback is valuable as we navigate this transition together.

Best regards,

[Your Name]

[Your Position]

[Company Name]