

Remote work employment agreement

Subject: Agreement for Remote Work

Dear [Employee Name],

This letter confirms the agreement between [Company Name] and you, [Employee Name], regarding your remote working arrangement effective [Start Date].

Key terms are as follows:

- Work Location: Remote (Home/Other Approved Location)
- Work Hours: [Number of hours and flexibility terms]
- Reporting Method: Weekly reports via email to [Supervisor Name]
- Equipment: The company will provide [Laptop, Software, VPN Access].
- Confidentiality: Employee agrees to maintain confidentiality while working remotely.
- Review: Arrangement subject to review every [Number] months.

This agreement ensures that productivity, accountability, and company policies are maintained while offering flexibility in work location.

Sincerely,

[Employer Name]

Confirmed by:

[Employee Name]

[Signature]

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