

Remote Work Agreement Acknowledgement

Subject: Acknowledgement of Remote Work Agreement

Hi [Employee Name],

Great news! Your request to work remotely has been approved. This email confirms the terms of our Remote Work Agreement for your work arrangement from [Location, e.g., your home office].

This agreement is valid from [Start Date] to [End Date, or "until further notice"] and is contingent upon your continued adherence to company policies and maintenance of performance standards.

Key terms we've agreed upon:

- * Work Schedule: Your core working hours will be [Time Zone, e.g., 9:00 AM - 5:00 PM EST].
- * Communication: You are expected to be available via [Slack/Teams/Email] and participate in all mandatory virtual meetings.
- * Equipment: The company has provided you with [list equipment]. You are responsible for maintaining a safe and productive workspace and a reliable internet connection.
- * Security: You must adhere to all data security protocols outlined in the attached policy document.

We trust you to maintain the high level of productivity and professionalism you have always shown.

Let's schedule a quick check-in on [Date] to see how the new arrangement is working.

Please reply to this email with "I agree to the remote work terms" to formally acknowledge this agreement.

Cheers,

[Your Manager's Name]

[Employee's Reply]

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