## **Remote Work Agreement**

Date:

Date:	
Parties	
Employee Name	
Employee Position	
Department	
Employer	
1. Agreement Purpose	
2. Remote Work Location	
3. Work Schedule Days	
Hours	
4. Duties & Responsibilities	
5. Communication	
6. Equipment and Expenses	
7. Security & Confidentiality	
8. Termination of Agreement	
9. Signatures	
Employee Signature	_
Date:	_
Employer Signature	