

Remote Work Agreement

Employee Name:

Job Title:

Department:

Manager/Supervisor:

Date of Agreement:

1. Remote Work Location

Remote Address:

2. Work Schedule

Regular Working Hours:

Work Days:

3. Communication & Availability

Primary Communication Methods:

Response Time Expectations:

4. Equipment & Tools

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5. Data Security & Confidentiality

- 1.
- 2.

6. Term & Termination

7. Acknowledgement

I have read and agree to abide by the terms and conditions of this Remote Work Agreement.

Employee Signature: _____ Date: _____

Manager/Supervisor Signature: _____ Date: _____