

Remote Work Agreement

Date:

Employee Information

Name:

Position:

Department:

Remote Work Details

Remote Work Location:

Remote Work Schedule:

Expected Start Date:

Expected End Date:

Terms & Conditions

1. The employee will fulfill all job responsibilities as per the job description.
2. The employee will remain accessible and responsive during agreed working hours.
3. The employee agrees to maintain data security and confidentiality standards at all times.
4. The employee will follow company policies and procedures, including those related to communication and attendance.
5. The employer reserves the right to modify or terminate this agreement as necessary.

Equipment & Technology

- Equipment provided by the company:
- Employee-provided equipment:
- Support contacts for technical issues:

Signatures

Employee Signature Date:

Manager Signature Date: