

# Remote Work Agreement

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**Employee Name:** \_\_\_\_\_

**Position Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Manager/Supervisor:** \_\_\_\_\_

**Remote Work Address:** \_\_\_\_\_

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**Effective Date:** \_\_\_\_\_

**Agreement Duration:** \_\_\_\_\_

**Work Schedule:** \_\_\_\_\_

**Expected Hours per Week:** \_\_\_\_\_

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## Terms & Conditions

- Employee agrees to fulfill the duties and responsibilities of their position during remote work.
  - Employee will remain accessible during agreed working hours.
  - All company policies apply during remote work.
  - Employee is responsible for maintaining security and confidentiality of company information.
  - Agreement may be modified or terminated by the company with notice.
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**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Manager/Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_