

REMOTE WORK AGREEMENT LETTER

To: _____

Employee Information:

Full Name: _____

Position/Title: _____

Department: _____

Work Location Address: _____

Employer Information:

Company Name: _____

Supervisor/Manager Name: _____

Company Address: _____

Agreement Terms:

This Remote Work Agreement Letter (the “Agreement”) outlines the terms and conditions under which Employee is authorized to perform work remotely. This Agreement supplements Employee’s employment agreement and is legally binding and enforceable under United States law.

1. Remote Work Location: Employee is authorized to perform job responsibilities from the remote work location identified above. Any change to the remote work location requires prior written approval from Employer.
2. Work Schedule: Employee shall maintain the standard work schedule agreed upon with Employer, and any deviations must be approved in advance. Employee agrees to be accessible during core business hours and to attend virtual or in-person meetings as required.
3. Job Duties and Performance: Employee shall perform all job duties and responsibilities consistent with those outlined in the employment agreement. Employer retains the right to monitor performance and productivity in accordance with applicable laws and company policies.
4. Equipment and Expenses: Employer will [provide/provide reimbursement for] necessary equipment and supplies required for remote work. Employee agrees to use the equipment responsibly and report any issues promptly. Employee is responsible for reasonable costs associated with internet and utilities unless otherwise agreed.
5. Confidentiality and Data Security: Employee agrees to maintain the confidentiality of Employer’s proprietary and confidential information. Employee shall implement appropriate security measures to protect Employer’s data and comply with all applicable data privacy laws and company policies.
6. Health, Safety, and Ergonomics: Employee shall maintain a safe and ergonomically suitable work environment. Employer is not liable for injuries sustained in the remote work location except as provided by law.
7. Term and Termination: This Agreement shall remain in effect until modified or terminated by either party with appropriate notice. Employer may revoke remote work authorization at its sole discretion.
8. Compliance with Laws and Policies: Employee agrees to comply with all applicable federal, state, and local laws, as well as Employer’s policies and procedures, during remote work.
9. Liability and Indemnification: Employee agrees to indemnify and hold Employer harmless from any claims arising out of Employee’s failure to comply with the terms of this Agreement or misuse of Employer’s equipment.

10. Entire Agreement: This Agreement constitutes the entire agreement between the parties concerning remote work and supersedes any prior understandings or agreements, whether written or oral.

By signing below, Employee and Employer acknowledge and agree to the terms and conditions set forth in this Remote Work Agreement Letter.

EMPLOYEE SIGNATURE

EMPLOYER SIGNATURE

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

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