

REMOTE WORK VERIFICATION LETTER

To Whom It May Concern:

This letter serves as official verification that the undersigned employee is authorized to perform remote work as part of their employment with the Company. The employee's remote work arrangement complies with all applicable federal and state laws and is subject to the terms outlined herein.

Employee Information:

Full Name: _____
Job Title/Position: _____
Department: _____
Employee ID or Number: _____

Employer Information:

Company Name: _____
Supervisor/Manager Name: _____
Company Address: _____
Contact Phone/Email: _____

Remote Work Arrangement Details:

Remote Work Location (City/State): _____
Work Hours / Schedule: _____
Duration of Remote Work Arrangement: _____
Equipment Provided by Employer: _____

1. Authorization and Compliance

The Company authorizes the employee to work remotely under this agreement, and the employee agrees to comply with all company policies, procedures, and applicable laws governing remote work, data privacy, confidentiality, and workplace safety.

2. Confidentiality and Data Security

The employee shall maintain the confidentiality of all proprietary information and comply with all security protocols to protect Company data during remote work.

3. Work Quality and Performance

The employee agrees to maintain the same quality and productivity standards as expected during onsite work, including availability during scheduled work hours.

4. Equipment and Expenses

The Company remains responsible for the provision and maintenance of equipment listed above unless otherwise agreed. The employee shall bear no unreimbursed work-related expenses.

5. Health and Safety

The employee is responsible for maintaining a safe and ergonomically appropriate work environment while working remotely.

6. Termination or Modification

This remote work arrangement may be modified or terminated at any time by the Company or employee with reasonable notice, subject to applicable laws.

7. Governing Law and Venue

This verification letter and the remote work arrangement shall be governed by the laws of the United States and the relevant state jurisdiction. Any disputes arising out of or relating to this letter shall be resolved exclusively in appropriate state or federal courts.

8. Entire Agreement

This letter constitutes the entire understanding between the parties concerning the employee's remote work arrangement, superseding any prior communications or agreements.

9. Acknowledgment

By signing below, both parties acknowledge and agree to the terms and conditions set forth in this Remote Work Verification Letter.

EMPLOYEE SIGNATURE

EMPLOYER REPRESENTATIVE SIGNATURE

Signature: _____

Signature: _____

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