

Virtual Work Agreement Template

This Agreement is made on _____ by and between _____ ("Company") and _____ ("Employee").

1. Position & Virtual Work Arrangement

Job Title: _____

The Employee will perform their duties remotely from: _____

Schedule / Expected Hours: _____

2. Term & Termination

This virtual work arrangement will commence on: _____ and will () be ongoing () end on: _____

Either party may terminate this agreement with _____ notice.

3. Compensation

Salary or Rate: _____ Payment Schedule: _____

4. Equipment & Expenses

Company-provided equipment (if any): _____

Reimbursable Expenses: _____

5. Confidentiality & Company Policies

The Employee agrees to comply with all Company confidentiality, data security, and remote work policies, as communicated by the Company.

6. Acceptance

By signing below, both parties acknowledge and agree to the terms of this Virtual Work Agreement.

Company Representative

Date

Employee

Date

