

# 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

