

Sample Remote Work Agreement

This Remote Work Agreement ("Agreement") is made between **[Company Name]** ("Company") and **[Employee Name]** ("Employee").

1. Purpose

The purpose of this Agreement is to establish guidelines and expectations for Employee's remote working arrangement.

2. Term

This Agreement is effective as of **[Start Date]** and will remain in force until **[End Date or "until further notice"]**, unless terminated per Section 9.

3. Work Location

Employee will perform their work remotely at the following address:
[Remote Work Address]

4. Work Schedule

Employee's scheduled work hours are as follows:

- Days: **[e.g., Monday–Friday]**
- Hours: **[e.g., 9:00 AM – 5:00 PM]**

Any deviations require prior written approval from the supervisor.

5. Job Duties & Performance

Employee agrees to perform all job duties and responsibilities as outlined in their job description and as assigned by Company.

6. Equipment & Expenses

- Company will provide the following equipment: **[List Provided Equipment]**
- Employee is responsible for the safe use and maintenance of the provided equipment.
- Business-related expenses must be pre-approved and properly documented.

7. Confidentiality & Security

Employee shall protect Company's confidential and proprietary information, and comply with all data security policies.

8. Communication

- Employee must remain accessible during scheduled work hours via **[List Communication Tools]**.
- Regular check-ins: **[Frequency and format, e.g., daily video calls]**

9. Termination of Agreement

This Agreement may be terminated by either party with **[Notice Period, e.g., 2 weeks™]** written notice, or immediately for cause.

10. Acknowledgement

By signing below, both parties acknowledge and agree to the terms and conditions outlined in this Agreement.

[Employee Name]

Employee Signature & Date

[Company Representative]

Company Signature & Date