

Employee Declaration Form for Remote Work

An **employee declaration form** sample for remote work helps organizations document and verify the work-from-home arrangements of their staff. It ensures compliance with company policies and sets clear expectations for remote job responsibilities. Such forms enhance transparency and accountability in a flexible work environment.

Employee Name:

Employee ID:

Department:

Job Title/Role:

Remote Work Address:

Remote Work Period:

 to

Planned Working Hours:

 e.g., 9:00 AM - 5:00 PM

Summary of Remote Job Responsibilities:

Resources Provided (Equipment, Software, etc.):

I hereby declare that the above information is accurate and I agree to comply with the organization's remote work policies and guidelines.

Employee Signature:

 Type Your Name

Date:

Submit