

# Work Declaration Form

## For Remote Employees

The **work declaration form** sample for remote employees streamlines the process of confirming work activities and hours from a distance. This form ensures accurate tracking of remote work compliance and productivity. It is an essential document for both employers and remote workers to maintain clarity and accountability.

### Employee Information

**Full Name:**

**Employee ID:**

**Department:**

**Position/Title:**

### Work Details

**Date of Work:**

**Total Hours Worked:**

 e.g., 8

**Work Activities / Tasks Completed:**

Briefly describe the tasks accomplished during remote work

**Challenges Faced (if any):**

Mention any issues or challenges encountered (optional)

### Declaration & Signature

**I hereby declare that the information provided above is accurate and the hours stated were actually worked remotely.**

**Electronic Signature:**

Type your full name

**Date:**

**Submit Declaration**

