

# Temporary Work from Home Declaration Form

This **Temporary Work from Home Declaration Form Sample** serves as a formal document for employees to declare their temporary remote work status. It outlines the essential information and agreement terms between employer and employee to ensure clear communication and compliance. Use this template to streamline your remote working arrangements efficiently.

## Employee Information

**Full Name:** \_\_\_\_\_

**Employee ID:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

## Temporary Work from Home Duration

**Start Date:** \_\_\_\_\_

**End Date:** \_\_\_\_\_

## Remote Work Location

**Address:** \_\_\_\_\_

## Declaration

I hereby declare that I will be working remotely during the period stated above and agree to comply with the company's policies and guidelines regarding remote work, data confidentiality, and health and safety requirements. I confirm that my remote work location is conducive to productive work, and I will be reachable during working hours as per my employment contract.

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## For Employer Use Only

**Approved By (Manager/Supervisor):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Remarks:** \_\_\_\_\_