

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: _____