

Employment Statement Template for Remote Work

Use this **employment statement template** to clearly outline remote work arrangements, ensuring both employers and employees understand their responsibilities and expectations. It helps formalize the work-from-home agreement, promoting transparency and accountability. Adapt it to suit specific company policies and job roles for effective remote workforce management.

Remote Work Employment Statement

Employee Name: _____

Position Title: _____

Department: _____

Manager/Supervisor: _____

Remote Work Location: _____

Effective Date: _____

1. Remote Work Arrangement

This document formalizes the remote work agreement between the above-mentioned employee and [Company Name]. The employee is authorized to work remotely as per the terms outlined below.

2. Responsibilities & Expectations

- The employee will perform their job duties as outlined in their job description.
- The employee will maintain regular communication with their supervisor and be available during core business hours: [Specify hours].
- The employee will adhere to all company policies, including those related to data security and confidentiality.
- The employee is responsible for maintaining a safe and productive work environment at their remote location.

3. Equipment & Resources

The company will provide the following equipment/resources for remote work:

- **Company Laptop/Computer:** Yes / No
- **VPN Access:** Yes / No
- **Phone/Headset:** Yes / No
- **Other:** _____

4. Data Security & Confidentiality

The employee must comply with all applicable data protection, confidentiality, and cybersecurity requirements while working remotely.

5. Performance & Evaluation

Performance standards remain unchanged. Regular check-ins will be conducted to ensure productivity, support, and address any issues related to remote work.

6. Termination or Review of Remote Work Agreement

This arrangement may be reviewed, amended, or terminated at any time by either the employee or the company with reasonable notice.

Acknowledgement & Signature

By signing below, both parties acknowledge and agree to the terms of this remote work employment statement.

Employee Signature: _____ Date: _____

Manager/Supervisor Signature: _____ Date: _____

HR/Authorized Representative: _____ Date: _____