

Date: [Date]

To: [Employee Name]

From: [Manager Name]

Subject: Remote Work Performance Expectations

Dear [Employee Name],

As you transition to/continue your remote work arrangement, this letter outlines the performance expectations and standards required to ensure continued productivity and alignment with team goals.

1. Work Hours and Availability

You are expected to be available during our core business hours of [Start Time] to [End Time]. Please ensure your status is updated on [Platform Name, e.g., Slack/Teams] and that you are reachable via email and phone during these hours.

2. Communication Standards

Timely communication is critical. You are expected to:

- Respond to internal emails within [Number] hours.
- Attend all scheduled virtual meetings with your camera [on/optional].
- Provide a daily/weekly brief on project progress to [Manager Name].

3. Productivity and Deliverables

Performance will be measured by output and results rather than physical presence. You are expected to meet all current deadlines and maintain the quality of work established during in-office operations. Specific Key Performance Indicators (KPIs) include:

- [Insert KPI 1]
- [Insert KPI 2]

4. Workspace and Security

You must maintain a professional and secure home office environment. This includes ensuring a stable internet connection and following all company data security protocols, including the use of [VPN/Software Name].

5. Performance Reviews

We will hold check-in meetings every [Week/Month] to discuss your progress, address challenges, and adjust goals as necessary.

Please acknowledge that you have read and understood these expectations by signing below.

Best regards,

[Manager Signature]

[Manager Name]
[Title]

Employee Acknowledgment:

Signature: _____ Date: _____