

Date: [Insert Date]

To: [Employee Name]

Job Title: [Employee Job Title]

Subject: Offer of Updated Remote Work Terms

Dear [Employee Name],

We are pleased to offer you an update to your employment terms regarding our Remote Work Policy. This letter outlines the specific conditions of your remote work arrangement effective [Start Date].

1. Remote Work Schedule

Your approved schedule will be: [e.g., Fully Remote / Hybrid - 3 days remote, 2 days in office].

2. Work Location

Your primary remote work location is designated as: [Insert Address/City/State]. Any change to this location must be approved in writing by your manager.

3. Performance and Expectations

Your core duties, compensation, and benefits remain unchanged. You are expected to maintain the same level of productivity and availability during your designated working hours: [Insert Hours, e.g., 9:00 AM to 5:00 PM].

4. Equipment and Security

The company will provide [List Equipment, e.g., Laptop, Monitor]. You agree to maintain a secure internet connection and comply with all company data protection and confidentiality policies while working remotely.

5. Policy Adherence

This arrangement is subject to the terms outlined in the full [Company Name] Remote Work Policy Handbook. The company reserves the right to modify or revoke this arrangement based on business needs or performance requirements.

Please sign below to indicate your acceptance of these updated terms and return this letter by [Insert Date].

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]

Employee Acceptance:

I accept the updated remote work terms as described above.

Signature: _____

Date: _____