

REMOTE WORK ARRANGEMENT ADDENDUM

Date: [Date]

Employee Name: [Employee Name]

Employee ID: [Employee ID]

Position: [Job Title]

This document serves as an addendum to the Offer Letter and Employment Agreement dated [Original Offer Date] between [Company Name] (the "Company") and [Employee Name] (the "Employee").

1. Remote Work Location

The Employee is authorized to perform their professional duties from a remote location. The primary work location will be: [Insert Address/City, State]. Any change to this location must be approved in writing by the Company.

2. Schedule and Availability

The Employee's working hours will remain [e.g., 9:00 AM to 5:00 PM, Time Zone]. The Employee is expected to be available via [e.g., Slack, Email, Phone] during these hours, excluding designated break periods.

3. Equipment and Technology

The Company will provide the following equipment: [List Equipment, e.g., Laptop, Monitor]. The Employee is responsible for maintaining a secure and high-speed internet connection. The Employee agrees to comply with all Company IT and data security policies while working remotely.

4. Expenses

The Company will provide a monthly stipend of \$[Amount] for [e.g., internet/home office costs]. Any other business-related expenses must be pre-approved according to the Company's Expense Policy.

5. Performance and Communication

Performance expectations remain unchanged. The Employee agrees to participate in all required virtual meetings and check-ins as requested by their supervisor.

6. Termination of Arrangement

The Company reserves the right to modify or terminate this remote work arrangement at any time with [Number] days' notice. This addendum does not alter the at-will nature of the employment relationship.

All other terms and conditions of the original Employment Agreement remain in full force and effect.

Signatures:

[Company Representative Name]

[Title]

Date: _____

[Employee Name]

Date: _____