[Company name]

*How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

Remote Work Agreement

Agreeing remote work in writing: work location, hours, equipment, data security, and how performance is reviewed.

[DD Month YYYY]

This agreement is between **[Company name]** and **[Employee name]** (**[Role]**, **[Department]**). It starts on **[Start date of arrangement]**.

The arrangement is **[fully remote / hybrid]**.

Working pattern: remote on **[Remote days]**, in the office on **[Office days]**.

This agreement does not change the employment contract except as stated here.

Work location and hours

Field	Entry
Manager	**[Manager name]**
Primary remote work location (town/city)	
Remote days	**[Remote days]**
Office days	**[Office days]**
Working hours	
Core hours	**[Core hours]**
Time zone	

Equipment and expenses

Equipment	Asset tag	Condition
Example: Laptop	LT-118	Good

[Company name]

Equipment	Asset tag	Condition
Example: Monitor	MN-042	Good

Field	Entry
Internet / phone contribution	
What is not reimbursed	
Damage reporting deadline	Within one working day

Data security and confidentiality

1. Work only on the company device, through the company VPN, with the screen locked whenever stepping away.

2. Do not use public Wi-Fi for confidential work.

3. Do not store company data on personal drives.

4. Report suspected data incidents the same day.

5. Log paper documents taken home, store them locked, and return or securely destroy them as instructed.

Review and termination of the arrangement

Field	Entry
Review date (every six months)	
Notice period	**[Notice period for ending arrangement]**

[Company name]

Field	Entry
Working pattern on ending	The office-based pattern in the contract

Agreed:

Employee: **[Employee name]** - Signature and date:

Manager: **[Manager name]** - Signature and date:

[Company name]

Completion checklist

✓	Check
	Work location, days, and core hours are written down and agreed.
	Equipment is listed with asset tags and the expenses position is clear.
	Data-security rules and the six-month review date are in the agreement.

Document	Remote Work Agreement Template
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	2.0 (redesign wave 1)
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**