

WORK FROM HOME PROPOSAL

Employee Name: _____ Position/Title: _____

Proposal Overview:

This Work From Home Proposal outlines the terms and conditions under which the Employee requests to perform their job duties remotely. The proposal aims to establish a mutually agreeable arrangement that ensures productivity, compliance with company policies, and maintenance of communication.

Employee Information:

Department: _____

Supervisor Name: _____

Contact Phone/Email: _____

Work From Home Details:

Requested Start Date: _____

Work Schedule: _____

Work Location Address: _____

Equipment and Resources Provided:

The Company agrees to provide the necessary equipment and resources to perform remote work effectively. This may include a laptop, VPN access, software licenses, office supplies, and other tools as deemed necessary by the supervisor and IT department.

Employee Responsibilities:

The Employee agrees to maintain a dedicated workspace free from distractions, adhere to the agreed work schedule, maintain regular communication with the supervisor and team, and comply with all company policies and procedures including data security and confidentiality.

Company Responsibilities:

The Company will ensure that the Employee has access to necessary systems and support, provide training as needed for remote work tools and software, and maintain communication regarding performance expectations and company updates.

Confidentiality and Data Security:

The Employee shall comply with all confidentiality agreements and data security policies applicable to their role. All Company information accessed remotely must be handled securely and not disclosed to unauthorized persons.

Performance and Evaluation:

Performance expectations remain consistent with on-site employment. The Employee will be evaluated regularly based on deliverables, communication, and adherence to schedule. The Company reserves the right to modify or discontinue the Work From Home arrangement at its discretion.

Termination of Agreement:

Either party may terminate this Work From Home arrangement with written notice. Upon termination, the Employee agrees to return all Company equipment and materials promptly.

Governing Law and Jurisdiction:

This Agreement shall be governed by and construed in accordance with the laws of the United States and the applicable state law of the Company's principal location, without regard to conflict-of-law principles. Any disputes arising out of or relating to this Agreement shall be subject to the exclusive jurisdiction of the courts located therein.

Entire Agreement:

This Agreement constitutes the entire understanding between the parties regarding the Work From Home arrangement and supersedes all prior agreements, whether written or oral. Any amendments must be in writing and signed by both parties.

EMPLOYEE SIGNATURE

SUPERVISOR SIGNATURE

Signature: _____

Signature: _____

Date: _____

Date: _____

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