

Date: [Insert Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Appointment Letter for Remote Position “ [Job Title]

Dear [Employee Name],

We are pleased to offer you the position of [Job Title] at [Company Name], with effect from [Start Date]. This role is designated as a remote position. Please review the terms and responsibilities outlined below:

1. Position Details

- **Job Title:** [Job Title]
- **Department:** [Department Name]
- **Reporting To:** [Supervisor/Manager Name]

2. Duties and Responsibilities

- [List specific duty #1]
- [List specific duty #2]
- [List specific duty #3]
- [Add additional duties as required]

3. Working Hours

You are expected to work [Number of hours] per week, from [Start time] to [End time] ([Time Zone]). Adjustments to your working hours may be made with prior approval from your supervisor.

4. Communication Protocols

- Daily check-ins via [Platform: e.g., Slack, Teams]
- Weekly progress meetings every [Day]
- Use of company email for all official communications
- Prompt response to emails and messages within [response time, e.g., 24 hours]

5. Performance Criteria

- Completion of assigned duties within agreed deadlines
- Regular updates and reporting to your supervisor
- Achievement of specific project goals and quality standards

6. Remote Work Guidelines

- Maintain a professional and secure workspace
- Ensure reliable internet connectivity
- Adhere to all company policies and code of conduct
- Inform your supervisor of any obstacles affecting your work

7. Confidentiality and Data Security

All information and documents related to your work with [Company Name] are to be treated as confidential. You are expected to comply with our data security and confidentiality agreements, a copy of which is attached.

8. Support and Resources

Should you require any support regarding technology, training, or resources to perform your duties effectively, please contact [HR Contact/IT

Support Details]. We are committed to providing the assistance you need for successful remote work.

9. Acceptance of Offer

Please sign and return a copy of this letter by [Acceptance Deadline] to indicate your acceptance of the terms and conditions stated above.

We look forward to your positive response and to working with you.

Sincerely,
[Sender Name]
[Sender Designation]
[Company Name]
[Contact Information]

Employee Acknowledgement:

I, [Employee Name], have read and understood the terms of my appointment and agree to abide by the stipulated conditions.

Signature: _____ Date: _____