DATE

Employee Name, Title

Dear Name:

This letter is to provide confirmation of our recent discussion regarding your position moving to one that will primarily work remotely beginning \_\_\_\_\_\_\_. As discussed, this change is being implemented on a 90-day pilot basis, after which we will review and determine whether to continue this arrangement on a long term basis.

During the COVID-19 pandemic, many staff members were required to work remotely for an extended time, which provided us the opportunity to evaluate whether such an arrangement might be continued on an on-going basis. As we discussed, your position has been identified as one that could continue working remotely beyond the pandemic.

The ability to continue to working remotely on a regular basis has many mutual advantages. These may include reduced travel time, commuting costs, and parking expenses. From a Duke perspective, it may also reduce expenses related to maintaining office space.

A successful long-term remote work arrangement requires a high degree of mutual trust and ongoing communication to ensure optimal work productivity and performance. Using the attached Telecommuting Agreement, we will develop a shared understanding of expectations for working remotely beyond the pandemic and when and how we will communicate.

Duke has developed a Telecommuting Policy to assist departments and staff members develop mutually beneficial remote working arrangements. Please review the attached policy, as well as the Telecommuting Agreement. Once we have had a chance to discuss the agreement and have come to an understanding, I will ask that you sign and return it to me for your file.

I am excited for you to have this opportunity and look forward to your continued success in your role. Please do not hesitate to contact me should you have any questions.

Sincerely,

Manager’s Name

Attachments:

Telecommuting Policy

Telecommuting Agreement