

Temporary Remote Work Arrangement Amendment Form

Use this form to document agreed-upon changes to an existing Temporary Remote Work Arrangement. Once completed, this document should be signed by the employee, supervisor, and human resources, then kept on file.

Employee Information

Employee Full Name:

Employee ID:

Job Title:

Department:

Supervisor Name:

Original Agreement Details

Original Agreement Effective Date (MM/DD/YYYY):

Original Agreement End Date (MM/DD/YYYY):

Amendment Details

New Amendment Effective Date (MM/DD/YYYY):

New Target End Date (MM/DD/YYYY):

Amended Remote Work Schedule (Specify days and hours to be worked remotely):

Amended Work Location Address (If different from original agreement):

Reason for Amendment:

Equipment and Technology Changes (Detail any new company hardware or software provided):

Acknowledgment and Signatures

All other terms, conditions, and policies outlined in the original Temporary Remote Work Arrangement remain in full force and effect. By signing below, the parties agree to this amendment.

Employee Signature:

Date (MM/DD/YYYY):

Supervisor Signature:

Date (MM/DD/YYYY):

Human Resources Representative Signature:

Date (MM/DD/YYYY):