

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State/Province, Zip Code]

Subject: Confirmation of Remote Work Jurisdiction and Compliance

Dear [Employee Name],

This letter serves to formally confirm your employment status and the governing jurisdiction regarding your remote work arrangement with [Company Name] (the "Company").

1. Work Location:

As of [Start Date], your primary place of work is confirmed as your residential address located in [City, State/Province, Country]. You are required to notify the Human Resources department immediately if you intend to change your primary work location, as this may impact tax obligations and legal compliance.

2. Governing Law and Jurisdiction:

Your employment relationship shall be governed by the laws of [State/Province/Country]. Both the Company and the Employee agree to adhere to the statutory labor standards, health and safety regulations, and employment protections applicable in this jurisdiction.

3. Tax and Payroll Compliance:

The Company will perform all necessary income tax withholdings, social security contributions, and unemployment insurance payments in accordance with the regulations of [State/Province/Country]. You remain responsible for reporting any local personal taxes as required by your specific municipality.

4. Data Security and Privacy:

While working remotely, you must maintain compliance with the Company's Data Protection Policy and the privacy laws applicable in your jurisdiction (e.g., GDPR, CCPA). You must ensure that all company equipment and proprietary information are kept secure at your remote location.

5. Workers' Compensation:

The Company provides workers' compensation insurance coverage for work-related injuries occurring during your designated working hours at your authorized remote location, subject to the laws of [State/Province].

Please acknowledge your receipt and understanding of these jurisdictional terms by signing below.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]

Employee Acknowledgment:

I, [Employee Name], confirm that the remote work address listed above is my primary residence and I understand the jurisdictional requirements of my employment.

Signature: _____ Date: _____