|  |  |
| --- | --- |
| University of Houston | |
| To: |  |
| From: |  |
| CC: |  |
| Date: | [Pick the date] |
| Re: | Work from Home Letter of Expectations |

This document is to officially inform you of my expectations as it relates to your performance and position as an XXXXXXX within XXXXX.

**Expectations of performance:**

1. **Timely Completion of Work & Follow-Through:** You are expected to complete projects in a timely manner. It is your responsibility to be proactive and make any necessary arrangements to meet the deadline given and deliver quality work that is within the scope of the project.
2. **Accuracy and Fact check:** You are expected to review and proofread your work carefully for accuracy and tone to adhere to the project scope prior to submission. It is your responsibility to fact check your writing assignment to ensure the content is correct. You should strive to turn in quality work at all times.
3. **Communications:** You are expected to log into Microsoft Teams daily. You are expected to be available throughout the day and to respond to all communications sent by the team within an appropriate time period. You are expected to be available at the time of previously scheduled zoom meetings and to use your camera to interact during those meetings.
4. **Ask Questions:** Additionally, ask questions if you are unclear on the scope of the project. If you experience any delay in meeting deadlines, I expect you to properly communicate with me before the deadline to provide a status update, obtain further direction, and to set new priorities.

I expect that your performance will be satisfactory in all aspects of your job and that you will meet all work expectations effective immediately and on a continuous basis. I will meet with you [frequency (i.e. weekly, bi-weekly, etc] beginning on [Pick the date] to follow up on these expectations.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature Date