

**APPENDIX G: OPTIONAL TELEWORK TERMINATION FORM**

The telework option is a privilege and not an employee right. As such, it falls under the supervisor’s discretion to determine how work should be accomplished with the organization. Termination of the telework agreement can be either voluntary or involuntary.

This is notification that the telework agreement, which was signed on \_\_\_\_\_ is no longer in effect and is hereby terminated.

**Termination is based on (check one):**

Voluntary Withdrawal

Involuntary Withdrawal

If telework is involuntarily terminated, the decision is based on:

Requirements of the current work assignment

Reassignment or change in duties

Failure to maintain employee eligibility standards

Breach in Information Technology Security policies and/or procedures

Other (please specify):

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

**Receipt Acknowledged**

Employee’s Signature and Date: \_\_\_\_\_

Supervisor’s Signature and Date: \_\_\_\_\_