

Form OIG-HR-1e (9-15-03)  
U.S. Department of Commerce  
Office of Inspector General  
Washington, D.C. 20230

## TELEWORK TERMINATION FORM



The telework option is a privilege and not an employee right. It falls to the supervisor's discretion to determine how the organization's work is to be accomplished. Termination of the telework agreement can be either voluntary on the part of the employee or mandatory on the part of the supervisor.

This form serves as notification that the telework agreement signed \_\_\_\_\_ (date) by \_\_\_\_\_ (employee) and \_\_\_\_\_ (approving official) is hereby terminated.

**Termination is voluntary, per employee request.**

Employee: \_\_\_\_\_

**Termination is mandatory, per supervisor's decision, and is based on:**

- Requirements of the current work assignment
- Reassignment or change in employee duties
- Insufficient office coverage
- Employee's failure to maintain eligibility standards (please specify):
- Other (please specify):

Terminating Supervisor: \_\_\_\_\_

### Acknowledgment

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approving Official

\_\_\_\_\_  
Date