

**Template letter to Domestic Insurance Company/ Mortgage Provider/ Landlord**

*To use this template please read carefully and delete paragraphs which are not applicable to you.*

Home Address

Telephone Number

Date

Name and address of insurance company/Mortgagor/landlord

Ref no:

Dear Sir/ Madam,

I write to inform you that I intend to commence regular home-working/remote working for my employer, the University of Bath on \_\_\_\_\_\_ for \_\_\_\_\_\_ days a week.

The nature of the duties I will be carrying out at home is low-risk administrative work*: reading and sending emails, typing, reading documents, marking course-work, using the telephone.* ***\* delete or add to as appropriate.***

While carrying out computer work at home I will either be logged into my employer’s network and all electronic data will be stored securely on our central server, or I will back up my data regularly.

Please find enclosed a copy ofmy completed Workstation self-assessment for remote working from home form.

My employer, the University of Bath, *will be providing the following equipment for home-working use and this equipment remains the property of the employer and will be subject to PAT (Portable Appliance Testing) on an annual basis, organised by the University of Bath***. *\* delete the above paragraph if not applicable***

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Make and model | Serial number | Cost to replace |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*While working from home I will be using my own furniture and equipment which I understand are already covered under my existing insurance policy*. ***\* delete the above paragraph if not applicable.***

I can confirm that I will not be meeting clients or visitors in my home. All business meetings will occur outside of my home.

As the nature of my work is low-risk; the values of the equipment and furniture provided by my employer does not exceed £1,500 in total; and my increased presence at home will lower the likelihood of theft, I do not exceed my premium to increase.

If you propose to increase my premium I reserve the right to terminate my insurance policy with you and to find a more competitive quote.

If you require more information please do not hesitate to contact me.

Yours faithfully,

Name

Cc. Landlord’s name and address

Mortgagor’s name and address

Enc. University of Bath’s Flexible Working and Leave Policy

Completed workstation self-assessment