

Letter of Appeal for Telework Authorization

Date: [Insert Date]

To: [Manager's Name]

Department: [Department Name]

Company Name: [Company Name]

Address: [Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally appeal the recent decision regarding my telework authorization request submitted on [Insert Request Date]. I appreciate your consideration of my initial request and would like to provide additional context that I believe supports my case for remote work.

[Insert a brief explanation of the reasons for requesting telework, emphasizing productivity, personal circumstances, or health and safety concerns if applicable. Provide specific examples of how telework can benefit both you and the company.]

I understand the current policy may have certain limitations; however, I am confident that a structured telework arrangement could be beneficial in aligning my work with the company's goals while accommodating my circumstances.

Thank you for considering my appeal. I am happy to discuss this matter further and explore any potential solutions that would allow me to work effectively in a remote capacity. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]