

Telecommuting Approval Proposal

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Proposal for Telecommuting Approval

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request approval for a telecommuting arrangement that I believe will enhance my productivity and work-life balance while continuing to meet the goals and objectives of our team.

As you may know, my current workload includes [briefly describe your responsibilities]. I believe that by transitioning to a telecommuting model, I can [explain how it will improve your work, such as reduced commuting time, increased focus, etc.].

To ensure effective communication and collaboration, I propose the following plan:

- Availability via email and phone during regular working hours.
- Regular check-ins through video conferencing to discuss progress and any challenges.
- Maintaining productivity with [mention any tools or software you will use].

I am confident that this arrangement will contribute positively to our team's success. I appreciate your consideration of my request and would welcome the opportunity to discuss this proposal further.

Thank you for your time.

Sincerely,

[Your Name]

[Your Job Title]