

Telework Agreement Solicitation

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Request for Telework Agreement

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request a telework agreement that would allow me to work remotely on [specific days or hours, e.g., "Mondays and Wednesdays"]. I believe that this arrangement would enhance my productivity and provide a better work-life balance.

Over the past few months, I have successfully completed my projects and responsibilities which I believe demonstrates my ability to effectively manage my work from a remote setting. I am confident that with the right tools and communication, I can maintain and exceed performance expectations while teleworking.

I am happy to discuss this proposal in more detail and work together to create a telework plan that aligns with our team's goals. Thank you for considering my request. I look forward to your positive response.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]