

Telecommuting Policy Exception Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Telecommuting Policy Exception

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an exception to our current telecommuting policy. Due to [brief explanation of circumstances, e.g., personal reasons, health considerations, etc.], I believe that working remotely would be beneficial for both my productivity and well-being.

Having evaluated my responsibilities and workload, I am confident that I can maintain my performance while working from home. I propose to work remotely on [specific days or duration] and will ensure that I remain accessible via [specify communication methods, e.g., email, phone, video calls].

I appreciate your consideration of my request and am happy to discuss this matter further at your earliest convenience. Thank you for your understanding.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]