

Teleworking Arrangements Renewal

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Manager's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request the renewal of my teleworking arrangements, which are set to expire on [expiration date]. Over the past [duration of current arrangement], I have found remote work to be highly beneficial for my productivity and well-being.

Given my performance and the success of our team's project outcomes during this period, I believe that continuing with a teleworking arrangement would be mutually advantageous. I am eager to discuss the possibility of renewing this agreement and any adjustments that may be necessary based on our recent experiences.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]