

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

		Return address:
		Name
	Date	Address Line 1
		Address Line 2
		City, State Zip Code
Name		
Company		
Address Line		
City, State Zip Code		

Re: Letter of Persuasion to Boss - Telecommuting

Dear :

Much of the work that I do for {company} is done on a computer with very little travel needed by me. I have researched the options of telecommuting. Telecommuting would be most beneficial to the company and toward my productivity for the company. There are many benefits to telecommuting.

Employers who allow employees to telecommute save in the area of location costs, office overheads and labor. Productivity can increase from 10% to 40 %. Telecommuting allows employees to retain their skills for the reasons of maternity leave, part time employment, or relocation. Companies with telecommuting are more resilient to external disruptions. Also, customer services can be improved greatly by extending the hours beyond the regular work day.

It is most practical to allow me to work by telecommuting. There are many benefits to the company for telecommuting. I have included more information on the benefits of telecommuting. Please contact me if you have any questions regarding this subject.

Sincerely,

N A M E