

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 form Boss Denying Telecommuting

Dear :

Thank you for your letter requesting telecommuting. Although telecommuting has many benefits, telecommuting would not be beneficial concerning your responsibilities and the company. We would have to ensure that your home is equipped for the work. Consequently, we would have to maintain the system we place in your home. Also, many tasks are benefited from working as a team and from close supervision. In addition, select studies have shown that telecommuting may not increase net productivity. Therefore, we are denying your request for telecommuting. If you have any questions, please do not hesitate to contact us.

Sincerely,

N A M E