

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 from Boss Approving Telecommuting

Dear :

I have read your letter requesting telecommuting. I have done some research concerning telecommuting and the responsibilities of your job. It would be most beneficial to the company and to you for you to telecommute. I would like to meet with you regarding this adjustment of responsibilities and procedures. Please contact me to schedule a meeting to put this into effect.

Sincerely,

N A M E