

****Subject:**** Telework Arrangement Request

****[Your Name]****

****[Your Job Title]****

****[Your Department]****

****[Your Company]****

****[Date]****

****[Manager's Name]****

****[Manager's Job Title]****

****[Company Name]****

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a telework arrangement for [specific duration or day(s)]. I believe this setup will allow me to maintain my productivity while balancing [any personal or family obligations, if applicable].

To ensure a smooth transition, I propose the following plan:

1. ****Work Schedule:**** [Specify your proposed work hours]
2. ****Availability:**** [Detail how you will maintain communication with your team]
3. ****Goals:**** [Outline key tasks or goals you plan to accomplish while teleworking]

I am committed to maintaining the highest levels of productivity and collaboration during this period. Please let me know a convenient time for us to discuss this request further.

Thank you for considering my proposal.

Best regards,

[Your Name]

[Your Contact Information]