Dear [insert your boss’ name here],

You wouldn’t know it now but I used to be fit, healthy and productive.

That was all before I had to sit at my desk for 8 hours a day.

Slowly overtime sitting all day has affected my posture, good humour and productivity.

I didn’t mean it too but you know how it is when sitting all day, it’s just so easy to fall into that post morning tea time, lunchtime, afternoon tea time, slump. I know I’ve only been caught a few times napping at my desk, I didn’t mean to and I really am sorry.

But I have made a New Year’s resolution to be more productive and be the ray of sunshine in the office ☺.

I would love it if you could support me in my New Year’s resolution and invest in a sit stand workstation from Ergopro. They are easy to set up and we can use the existing desks – you will hardly notice the difference, except that I will be happier and healthier (and awake).

Would you like me to order one now?

Sincerely,

[Insert your name here]

*“While it might be true that you have been caught napping at your desk you might not want to remind your employer of the incident and the below letter may be more appropriate”.*

Dear [insert your boss’ name here],

As someone that sits at my computer all day I’d like to ask for your permission to get a sit-stand workstation.

I’ve done my research and learned that physical inactivity is the [fourth leading risk factor for global mortality](http://www.who.int/healthinfo/global_burden_disease/GlobalHealthRisks_report_full.pdf) and numerous studies link physical inactivity with health problems like type 2 diabetes, cancer and heart disease. This concerns me just as much as the idea that prolonged sitting impacts the spine and puts computer users like me at a higher risk for musculoskeletal disorders. Sitting for longer than 6 hours a day at work (I typically spend 8) may also increase risks of [mental health issues](http://bmcpublichealth.biomedcentral.com/articles/10.1186/1471-2458-13-885), such as anxiety and depression. And I am aware that not only are these conditions harmful, they are costly to treat.

I think a sit-stand workstation is a good idea because of the [growing body of research](http://www.ncbi.nlm.nih.gov/pmc/articles/PMC3419586/) which supports breaking up sedentary activities with standing and movement. A 2016 [Stanford University study](http://journals.lww.com/joem/Abstract/publishahead/Impact_of_a_Sit_Stand_Workstation_on_Chronic_Low.99029.aspx) even found that workers using sit-stand desks were 78% more likely to report a pain-free day than those who used regular workstations. A sit-stand workstation would allow me to switch between sitting and standing throughout the day, without having any negative impact on my [productivity](http://erg.sagepub.com/content/23/3/20.abstract).

I would like to recommend a sit-stand workstation by Ergotron, the [insert name of [WorkFit](http://www.ergotron.com/Products/Workstations/StandUpDesks/tabid/803/Default.aspx) product here].

The evidence supporting the need for active workstyles is strong and [organizations that invest in their employees’ wellbeing](http://www.gallup.com/businessjournal/186386/enhances-benefits-employee-engagement.aspx) may reap significant reductions in costs and increases in value over time.

I believe that a sit-stand workstation will improve my health and my value as a member of our team. Can we schedule a time to talk about my request in more detail?

Sincerely,

[Insert your name here]