

Application for Work-from-Home Flexibility

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request the flexibility to work from home on a [full-time/part-time] basis. Given my current responsibilities and the nature of my work, I believe that this arrangement would not only enhance my productivity but also contribute positively to the team.

In light of [briefly explain reason - e.g., family commitments, health issues, etc.], I am confident that transitioning to a work-from-home model will allow me to maintain and possibly increase my output while also balancing personal obligations.

I am committed to ensuring my availability and communication with the team remains seamless. I am open to discussing a trial period to assess the arrangement's effectiveness and address any concerns you might have.

Thank you for considering my request. I look forward to discussing this with you further.

Sincerely,

[Your Name]