

Request for Partial Remote Work Schedule

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request a partial remote work schedule, effective [start date]. Due to [briefly explain reason, e.g., personal obligations, health concerns], I believe that a flexible work arrangement would enable me to maintain my productivity and contribute effectively to our team.

I propose to work remotely on [specific days or hours], while continuing to be available in the office on [specific days]. I am confident that this arrangement will allow me to fulfill my responsibilities while balancing my personal commitments.

Thank you for considering my request. I am open to discussing this matter further and am willing to work together to find a solution that best meets the needs of the team and the company.

Sincerely,

[Your Name]