

Request for Continued Work from Home

Date: [Insert Date]

[Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request the continuation of my work-from-home arrangement. Over the past [insert duration], I have been able to maintain productivity and meet my goals while working remotely.

During this period, I have successfully completed [mention any significant projects or contributions], which I believe highlights my commitment to our team and the company's objectives. The ability to work from home has allowed me to balance my duties effectively while also managing [any personal reasons such as family needs, health issues, etc.].

I have adapted well to remote tools and communication platforms, ensuring seamless collaboration with my colleagues. I am confident that maintaining this arrangement will continue to benefit my performance and our team's overall success.

Thank you for considering my request. I am happy to discuss this further at your convenience.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]