

Request for Remote Work Approval

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Remote Work Approval

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request your approval to work remotely for a specified period due to [briefly explain reason, e.g., personal circumstances, health concerns, etc.].

Working remotely would allow me to maintain my productivity and continue contributing effectively to the team while managing my situation. I am confident that I can fulfill my responsibilities and remain accessible during working hours via [list communication tools, e.g., email, video calls, etc.].

I propose to work remotely from [start date] to [end date], during which I will ensure regular updates on my progress and remain engaged with team meetings.

Thank you for considering my request. I am looking forward to your positive response.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]