

Work-from-Home Request Justification

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Work-from-Home Arrangement

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a work-from-home arrangement due to [briefly explain the reason, e.g., personal circumstances, health concerns, family obligations, etc.].

During this time, I believe that working from home will enable me to maintain my productivity while managing my responsibilities effectively. I am committed to ensuring that my work is not disrupted by this arrangement and will remain fully accessible during work hours through [mention communication tools, e.g., email, phone, video calls].

I have considered potential impacts on my responsibilities and have a plan in place to manage my tasks effectively from home. [Briefly outline how you will manage your workload or any adjustments you plan to make].

Thank you for considering my request. I look forward to your understanding and support. Please let me know if you would like to discuss this matter further.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]