

Holiday Remote Work Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Remote Work During the Holiday Season

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request permission to work remotely during the upcoming holiday period from [start date] to [end date].

During this time, I will ensure that all my responsibilities are met and maintain my productivity. I have planned accordingly to meet upcoming deadlines and will be accessible via email and phone as needed.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]