

Application for Work-from-Home Permission

Date: [Insert Date]

To,
[Manager's Name]
[Company's Name]
[Company's Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request permission to work from home for [number of days or duration] starting from [start date] to [end date]. The reason for this request is [explain reason, e.g., personal matters, health issues, etc.].

During this period, I assure you that I will remain committed to my duties and maintain regular communication with the team. I will continue to meet all deadlines and be available for meetings as required.

I appreciate your consideration of my request and look forward to your favorable response.

Thank you for your attention.

Sincerely,
[Your Name]
[Your Job Title]
[Your Contact Information]