

Request for Home Working Days Adjustment

Date: [Insert Date]

To: [Manager's Name]

Position: [Manager's Position]

Company: [Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my current home working days. Due to [brief explanation of reason, e.g., personal circumstances, increased workload, etc.], I believe that modifying my schedule would enable me to maintain productivity while balancing my responsibilities.

Currently, I am working from home on [insert current home working days]. I would like to propose to adjust this to [insert proposed home working days]. I am confident that this change will enhance my efficiency and contribute positively to the team's objectives.

I appreciate your consideration of my request and am happy to discuss this matter further at your convenience. Thank you for your understanding.

Sincerely,

[Your Name]

Your Position: [Your Position]

Contact Information: [Your Contact Information]