

# Home-Based Work Schedule Approval

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request approval for my proposed home-based work schedule.

**Proposed Schedule:**

Start Date: [Insert Start Date]

End Date: [Insert End Date]

Work Hours: [Insert Work Hours]

This arrangement will ensure that I can maintain productivity while effectively managing my responsibilities at home. I am committed to being available during the scheduled hours and will maintain regular communication with the team.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]