

Subject: Request for Hybrid Work Schedule Negotiation

Date: [Insert Date]

Dear [Manager's Name],

I hope this message finds you well. I am writing to discuss the possibility of establishing a hybrid work schedule that allows for a combination of remote and in-office work. I believe this arrangement would enhance my productivity while maintaining effective collaboration with our team.

Based on my observations and experiences, I propose the following hybrid schedule:

- In-office days: [Insert specific days]
- Remote work days: [Insert specific days]

I am confident that this schedule will not only benefit my productivity but also align with our team's goals and values. I would appreciate the opportunity to discuss this further at your convenience, and I'm open to any suggestions or adjustments you might have.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]