

Request for Telecommuting Work Hours

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Telecommuting Work Hours

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request to telecommute for my work hours for the following days: [Insert Dates].

Due to [brief explanation of reason, e.g., personal circumstances, project needs], I believe that working remotely during this time would allow me to maintain productivity while balancing my responsibilities.

I assure you that I will be available via [specify communication methods, e.g., email, phone, video calls] during working hours and will meet all deadlines as per usual.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]