

Request for Home-Based Work Option

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request the option to work from home for [specific duration or indefinitely] due to [brief reason, e.g., personal circumstances, health reasons, or productivity improvements].

I believe that I can maintain or even enhance my work performance while working remotely. I am committed to ensuring that my responsibilities are managed effectively and will remain accessible via [preferred communication methods, e.g., email, phone, video calls].

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

Sincerely,

[Your Name]