

Hybrid Work Schedule Proposal

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Proposal for Hybrid Work Schedule

Dear [Manager's Name],

I hope this message finds you well. I am writing to propose a hybrid work schedule that I believe will enhance productivity while also contributing to my work-life balance.

Under the proposed schedule, I would alternate between working from home and working in the office. I suggest the following plan:

- Monday: Work from Home
- Tuesday: Work in Office
- Wednesday: Work from Home
- Thursday: Work in Office
- Friday: Work from Home

This arrangement would allow me to focus on my tasks with fewer distractions on work-from-home days while maintaining essential in-person collaboration and communication with the team on office days.

Furthermore, I am confident that this hybrid model will help me maintain productivity and ensure timely completion of my projects.

I appreciate your consideration of this proposal and look forward to discussing it further.

Thank you for your time.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]