

Request for Hybrid Work Model

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Hybrid Work Arrangement

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a hybrid work model that allows me to split my time between the office and remote work. After evaluating my current responsibilities and my productivity levels, I believe this arrangement would enhance my performance and work-life balance.

Given the nature of my tasks and the successful implementation of remote work during the past few months, I am confident that I can continue to meet my goals effectively in a hybrid setting. I propose the following schedule:

- In-office days: [Insert proposed in-office days]
- Remote work days: [Insert proposed remote work days]

I am open to discussing this further and adjusting the proposed days to meet team needs. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]