

TOPIC: Seeking permission for remote work or flexible hours.

Subject: Request for Remote Work or Flexible Hours

Dear [Supervisor's Name],

I hope this message finds you well. I wanted to discuss the possibility of working remotely or adjusting my hours to a more flexible schedule. I believe that such an arrangement could benefit both me and the company, contributing to increased productivity and overall job satisfaction.

I have been reflecting on this request for some time, and I would like to outline the reasons behind it:

Improved Work-Life Balance: Remote work or flexible hours would allow me to better manage my personal and professional responsibilities. This balance is crucial for maintaining a high level of productivity and overall well-being.

Reduced Commute Time: Eliminating the daily commute would give me more time to focus on work tasks and personal development, which could lead to increased efficiency.

Adaptability: Remote work or a flexible schedule would allow me to adapt to unforeseen circumstances, such as family emergencies or unexpected appointments, without affecting my work quality.

Environmental Impact: A remote work arrangement would reduce my carbon footprint, aligning with the company's commitment to sustainability.

Positive Impact on the Team: By working remotely or on a flexible schedule, I can still be readily available for team meetings and collaboration while having dedicated focused work time.

I understand that this request may require adjustments within the team and may need to be evaluated carefully. To ensure a smooth transition, I am willing to collaborate closely with you and the HR department to establish clear guidelines, set up regular check-ins, and implement any necessary tools or software to maintain effective communication and collaboration.

I am committed to maintaining the same level of productivity and quality in my work, regardless of the work arrangement. I am open to a trial period or any performance evaluations necessary to ensure that this request benefits both me and the company.

I would greatly appreciate the opportunity to discuss this further with you at your earliest convenience. Your guidance and support in considering this request mean a lot to me.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Employee ID or Department]