Hi,

I hope this email finds you well. I am writing to formally request an exception to the work from home policy for a period of 2-3 months. The reason for this request is the recent premature birth of my baby girl and the consequent need for my presence and assistance in providing care to both my daughter and my wife, who requires frequent medical attention during her recovery.

Unfortunately, our baby arrived earlier than expected, and as a result, my wife's health has been delicate. The doctors have advised that she needs significant rest and care to ensure a healthy recovery. Moreover, the premature birth has presented several challenges that require constant monitoring and attention, including medical appointments, specialized feedings, and ongoing care for our little one.

Given the circumstances, I humbly request your understanding and support during this challenging time. I believe that being physically present with my family will not only provide the necessary emotional support but also allow me to take an active role in the caregiving process. This time is crucial for bonding with our baby and ensuring that my wife receives the care she needs to fully recover.

I understand the importance of my work and the responsibilities that come with my role. Therefore, I propose the following measures to ensure minimal disruption to the team and maintain productivity:

1. Communication: I will ensure open lines of communication with my colleagues and be readily available via email, phone, or any other preferred means of contact during working hours.

2. Remote Access: I will make all necessary arrangements to have secure remote access to company systems and resources, enabling me to perform my duties effectively from home.

3. Task Delegation: I am prepared to work closely with you to delegate my tasks and responsibilities to suitable team members, ensuring that projects and deadlines are not affected by my absence.

4. Flexible Availability: While I understand the importance of adhering to regular office hours, I am willing to adjust my schedule as needed to accommodate any urgent meetings or discussions that require my participation.

I assure you that I will maintain professionalism and dedication to my work, even while working remotely. I am confident that the measures outlined above will allow me to contribute effectively to the team's success despite the temporary change in my work environment.

I kindly request your prompt consideration and approval of this exception to the work from home policy. Please let me know if you require any additional information or if there are any alternative arrangements that you would suggest to address this situation.

Thank you for your understanding and support during this challenging time for my family. I look forward to your favorable response.

I hope this email finds you well. I am writing to discuss a matter of utmost importance and seek your understanding and support during this challenging time. As you may be aware, my wife and I recently welcomed the arrival of our baby girl. Unfortunately, our joy has been accompanied by some unforeseen medical complications that require my wife to undergo frequent medical attention and care.

In light of these circumstances, I am kindly requesting an exception to the work from home policy for a period of 2-3 months. This will enable me to support my wife during her recovery and provide the necessary care and attention our premature baby girl requires.

I understand the importance of maintaining regular attendance at the office and fulfilling my responsibilities to the team. However, given the delicate health condition of both my wife and our newborn

I firmly believe that temporarily working from home is the most viable solution to ensure the well-being of my family and fulfill my work obligations effectively.

While working remotely, I assure you that I will maintain regular communication with the team and be available during working hours. I will promptly respond to emails, participate in virtual meetings, and collaborate with colleagues to ensure a smooth workflow. I understand the significance of meeting deadlines and completing projects on time, and I am fully committed to achieving these goals even while working remotely.

I am open to any guidelines or requirements you may have during this period to ensure a seamless transition. I will make every effort to minimize any potential disruption and ensure that my work remains of the highest quality.

I genuinely appreciate your understanding and support in granting me this temporary exception to the work from home policy. I believe that by doing so, I will be able to fulfill my family responsibilities while maintaining my commitment to my role within the company.

Thank you for considering my request. I look forward to discussing this further and finding a suitable arrangement that benefits both my family and the company. Please let me know if there is any additional information or documentation required from my end.

Warm regards,

Nitesh