

Example Request To Work From Home Part-time

Hello [Manager's name],

I'm writing this letter to question the possibility of working from home part-time in my current role. I love my job and always desire to complete my work efficiently. That's why I believe that I can have less distraction by working from home and staying focused to get work done productively for you.

Additionally, I already have a home office space well organized and quiet for teleworking. Could you please consider allowing me to work remotely?

Maybe I could start with just two days per week to determine whether it improves my productivity or not. I think Tuesday and Thursday would be ideal since we usually don't have any meetings on those days, and I'm flexible to meet in the office as needed.

If so, we could discuss this possibility in person whenever you have time.

Best regards,

[Your name]



Sample Letter Requesting To Go Part Time

Rachel Sandford



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