

Creating a letter to request work-from-home (WFH) arrangements involves presenting a clear, professional proposal to your employer. This guide provides six free templates for such requests, each tailored to different circumstances, along with a realistic example and a variation for one of the templates.

## 1. Standard WFH Request Template

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Manager's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to request the possibility of working from home. Given the nature of my role as [Your Position], I believe that a WFH arrangement could be beneficial for both my productivity and the company.

I propose to work from home [specify days or full-time], ensuring availability during core business hours. I am equipped with [list your WFH setup, such as a reliable internet connection, a computer, and necessary software].

I am committed to maintaining open communication and ensuring that all my tasks are completed efficiently. I believe this arrangement can increase my productivity and provide a better

work-life balance.

Thank you for considering my request. I am open to discussing this proposal further to find an arrangement that works best for the team and me.

Sincerely,

[Your Printed Name]

## **2. WFH Request Due to Health Reasons Template**

[Your Name]

...

Dear [Manager's Name],

I am writing to request a work-from-home arrangement due to recent health concerns. My doctor has advised limiting exposure to public spaces for the time being.

I assure you that my home office is set up for me to perform all my duties effectively. I will ensure constant communication with the team through various digital tools.

I am dedicated to maintaining my responsibilities and believe that working from home temporarily will be beneficial for my health and my continued contribution to the company.

Sincerely,

[Your Printed Name]

## **3. Occasional WFH Request Template**

[Your Name]

...

Dear [Manager's Name],

I am writing to request the option to work from home on an occasional basis. This flexibility would greatly assist in managing personal commitments while maintaining my professional responsibilities.

I propose to work from home as needed, not exceeding [specify limit, e.g., two days a week]. I will ensure that my work and communication remain uninterrupted during these days.

I believe this occasional flexibility can help me maintain a high level of work efficiency while balancing personal duties.

Sincerely,

[Your Printed Name]

## **4. WFH Request for Childcare Template**

[Your Name]

...

Dear [Manager's Name],

I am writing to request a work-from-home arrangement due to childcare responsibilities. As a [Your Position], I am confident that I can effectively manage my duties remotely while attending to my children's needs.

I propose to maintain regular working hours and be available for all necessary meetings and discussions. I am fully equipped with a conducive workspace and all the necessary technology at home.

I am committed to upholding my work standards and ensuring seamless collaboration with the team.

Sincerely,

[Your Printed Name]

## **5. Long-Term WFH Request Template**

[Your Name]

...

Dear [Manager's Name],

I am proposing a long-term work-from-home arrangement. Over the past [timeframe], I have found that working remotely has significantly boosted my productivity and work satisfaction.

I am fully set up for long-term remote work and have established a routine that ensures my effectiveness and availability during work hours. I believe this arrangement can continue to bring positive results for both myself and the company.

I am open to discussing how we can make this a permanent arrangement while ensuring alignment with the team's goals.

Sincerely,

[Your Printed Name]

## **6. WFH Request During Specific Circumstances Template**

[Your Name]

...

Dear [Manager's Name],

Due to [specific circumstance, e.g., ongoing home renovations,

a temporary relocation], I am requesting the opportunity to work from home. This arrangement will help me manage these temporary changes without affecting my work.

I propose to work remotely during this period, ensuring that all my tasks and communication are handled as efficiently as they would be in the office. I have arranged a suitable workspace to maintain my productivity.

I appreciate your understanding and am willing to discuss any concerns or adjustments needed for this period.

Sincerely,

[Your Printed Name]

## **Variation of Standard WFH Request Template**

[Your Name]

...

Dear [Manager's Name],

I would like to explore the possibility of working from home regularly. The quiet and controlled environment of my home office has proven to be conducive to my focus and efficiency.

I propose a trial period of WFH for [timeframe], after which we can assess the impact on my productivity and team dynamics. During this period, I will adhere to regular working hours and remain readily accessible.

I believe this trial can provide insights into the feasibility of a more permanent WFH arrangement for my role.

Sincerely,

[Your Printed Name]

These templates can be adapted based on your specific needs and circumstances, offering a range of options for requesting work-from-home arrangements.