Date

Hello,

Dear Susy,

As you know, last week, I had an accident and hurt my back with severe bruises which is why I was on the medical leave. Now, the medical leave has ended, and I want to join back in but my back still hurts and it would not be possible for me to sit in a chair for straight hours.

I know my work is being affected which is why I do not want to extend my medical leave. I am writing this email to request you to allow me to work from home for at least two weeks. I will be working for the same number of hours every day and visiting the office for a few hours two days a week to keep in the loop.

I hope you understand and approve my request. Rest, I ensure you about my productivity. Thank you in advance. Let me know if you want to ask something about the hours’ arrangements.

Regards,

John Smith.