Date

Hello,

Dear Will,

My maternity leave has just ended but I still have not found a nanny for my baby. My health, however, allows me to work now which is why I do not want an extension of the leave. I want to request you to allow me to work from home for a month or so until I find a good nanny. I will come back on my regular schedule after that until then, kindly allow me flexible working hours and working from home.

I hope you understand my situation and approve my request. I will try to join back in, in the same routine, as soon as possible. Also, meanwhile, I will try to give you equally productive work.

Waiting for your reply. Let me know if you want any other details.

Regards,

Emily Watson.