Date

Hello,

Dear James,

I have recently shifted to a locality which is quite far off from the workplace. It takes me around two hours to reach the office now. As you know, my work entails technical issues which need to be resolved immediately otherwise the company suffers huge losses. Since last month, I have been experiencing many problems. For instance, at one time, during my commute to the office, a technical issue arose but nobody was able to reach me due to the low signals on the road. Plus, I think my productivity is being affected as I get tired of moving to and fro for around four hours in total every day.

As I can connect to the network servers from home as well, I want to request you to allow me to work from home part-time for three days a week. I will continue coming to the office for two days every week i.e. Monday and Friday. I ascertain you that I will give you optimal results with all my best efforts.

I hope you understand my situation and allow me to work part-time from home. Let me know if you want any further details before the approval. Looking forward to a positive reply.

Regards,

Jill Juan.