Date

Hello,

Dear Jennifer,

When you hired me for consultancy services, your employees needed continuous assistance. Now that I have trained them to a great extent, I was thinking that it is not necessary to come to the office every day. There are two months remaining in the ending of our contract and I was thinking to request you for working from home part-time of the contractual period. As the training sessions are on the Wednesdays only, I will obviously be coming on that day. For the rest of the days, the presentations I prepare for those training sessions at your office, I can prepare them at home in a more effective way. If my services are required for any of such days that I am working at home, however, I will certainly come to the office.

It has been a wonderful experience working with you and your employees. I will ensure the same relationship to continue over rest of the period. Let me know if you have any questions.

Waiting for a positive reply. Thank you in advance.

Regards,

Susan Smith.