

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a hybrid work arrangement based on my current role and responsibilities. After considering my workload and how I can maximize productivity, I believe a mix of remote and in-office work would benefit both my performance and the company's objectives. I propose to work from home [specify days or hours] and in the office on [specify days]. This schedule will allow me to [briefly explain how this arrangement would help you and/or the team].

I am committed to maintaining open communication and collaboration during this arrangement, ensuring that all projects and responsibilities are managed effectively. I am confident this flexibility can enhance both my productivity and job satisfaction.

Thank you for considering my request. I look forward to discussing this proposal further.

Sincerely,

[Your Name]
[Your Job Title]