

Christmas Remote Work Arrangement

Subject: Christmas Remote Work Request

Hi [Manager's Name],

With Christmas approaching, I'd like to request permission to work remotely from [location] during the period of [date range]. This arrangement would allow me to spend the holidays with family while maintaining my work responsibilities.

I have reliable internet access and all necessary equipment to work effectively from this location. My productivity and availability will remain consistent with my normal office performance. All meetings can be attended virtually, and I'll maintain regular communication with the team.

This remote arrangement would benefit both personal and professional needs:

- I can fulfill family obligations while meeting work commitments
- No need to use vacation days during a busy project period
- Continued support for team operations during holiday season

I'm happy to provide additional details about my remote setup or adjust the arrangement as needed.

Thank you for considering this flexible work option during the holiday season.

Best regards,

[Your Name]

[Date]

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