

Remote Work Arrangement Request - Professional

Subject: Request for Remote Work Arrangement Post-Maternity Leave

Dear [Manager's Name],

I am writing to discuss my return to work following maternity leave, scheduled for [Date]. I would like to request a remote work arrangement for the initial [timeframe] following my return.

Working remotely would provide significant benefits in managing childcare logistics while ensuring I can fully dedicate myself to my responsibilities during work hours. I have a dedicated home office space and all necessary technology to perform my duties effectively.

I propose the following arrangement: [specific details such as "fully remote for 3 months" or "remote 3 days per week with 2 days in office"]. I am confident I can maintain my productivity and remain fully engaged with the team through regular video conferences and communication tools.

I understand this arrangement may require approval from multiple stakeholders, and I am happy to discuss any concerns or modifications to make this workable for everyone involved.

Thank you for considering this request. I look forward to our discussion.

Sincerely,

[Your Name]

[Date]

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