

Date: [Date]

To: [Supervisor Name or HR Representative]

From: [Your Name]

Subject: Request for Telecommuting/Remote Work Accommodation

Dear [Recipient Name],

I am writing to formally request a reasonable accommodation regarding my current work arrangement. Due to [mention "a medical condition" or specific reason if comfortable], I am requesting to transition to a [full-time / part-time / hybrid] telecommuting schedule.

I believe that working remotely will allow me to perform the essential functions of my job effectively while managing my current circumstances. My proposed schedule would be as follows:

- **Proposed Start Date:** [Date]
- **Remote Work Days:** [Specific days of the week]
- **Core Working Hours:** [Standard hours, e.g., 9:00 AM - 5:00 PM]

To ensure a seamless transition and continued productivity, I have confirmed that I have a dedicated workspace and the necessary internet connectivity to perform my duties. I remain fully committed to meeting all deadlines, attending all virtual meetings, and being available via [email/phone/Slack] during my working hours.

I am happy to provide medical documentation from my healthcare provider to support this request if required by company policy. I would appreciate the opportunity to discuss how this arrangement can work best for both myself and the team.

Thank you for your time and for considering my request.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]