

To: [Manager Name / HR Department]

From: [Your Name]

Date: [Current Date]

Subject: Request for Temporary Work-From-Home Accommodation

Dear [Name],

I am writing to formally request a temporary work-from-home accommodation due to a recent injury. On [Date], I sustained a [Brief description of injury, e.g., broken leg / back strain], which has resulted in physical limitations regarding [e.g., commuting / sitting at a standard desk / mobility].

I have consulted with my healthcare provider, and they have recommended that I work remotely to ensure a proper recovery while maintaining my productivity. I have attached a medical note confirming these restrictions and the anticipated duration of this accommodation.

I am requesting to work from home starting [Start Date] through [Expected End Date]. During this period, I will remain fully available during standard business hours via [Email/Slack/Phone] and will continue to fulfill all my job responsibilities, including [mention specific tasks if necessary].

I am happy to discuss how we can make this transition smooth and to address any concerns regarding my current projects. Thank you for your support and understanding during my recovery.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]