[Your Name]
[Your Job Title]
[Date]

[Manager's Name]
[Company Name]

Subject: Proposal for Hybrid Work Schedule

Dear [Manager's Name],

I am writing to formally propose a transition to a hybrid work schedule starting on [Start Date].

Based on my current responsibilities, I am proposing the following weekly schedule:

- **In-Office Days:** [List Days, e.g., Tuesday, Wednesday, Thursday]
- **Remote Days:** [List Days, e.g., Monday, Friday]

During my remote days, I will remain fully reachable via [Email/Slack/Phone] during our standard business hours of [Start Time] to [End Time]. I will also ensure I am available for all scheduled team meetings, whether they are held in person or virtually.

I am confident that this hybrid arrangement will allow me to maintain high productivity while ensuring I am present for essential face-to-face collaboration and team activities. I am happy to discuss this schedule further and adjust it as needed to meet the team's goals.

Thank you for your consideration.

Sincerely,

[Your Signature]
[Your Printed Name]