# Work From Home Request Form

**Purpose:** This form is used by employees to formally request a temporary or permanent work-from-home arrangement. Approval is subject to review by the relevant department supervisor and human resources.

## Employee Information

**Full Name:** {fullName}  
**Job Title:** {jobTitle}  
**Department:** {department}  
**Employee ID:** {employeeId}  
**Email Address:** {email}

## Request Details

**Type of Request:** {requestType} *(Permanent or Temporary)*  
**Requested Start Date:** {startDate}  
**Requested End Date:** {endDate}  
**Reason for Request:**  
{reason}

## Work Schedule

Indicate your proposed remote work schedule below:

|  |  |
| --- | --- |
| **Day** | **Working Hours** |
| {#weeklySchedule}{day} | {hours}{/weeklySchedule} |

## Home Office Setup

{#hasHomeOffice}

* **Has a dedicated workspace:** {workspace}
* **Has necessary equipment:** {equipment}
* **Internet Speed:** {internetSpeed}

{/hasHomeOffice}

{^hasHomeOffice}

*The employee does not currently have a home office setup and may require additional resources or time to establish one.*

{/hasHomeOffice}

## Manager Approval

**Manager Name:** {managerName}  
**Date of Review:** {reviewDate}  
**Status of Request:** {approvalStatus} *(Approved/Rejected/Pending)*  
**Comments:**  
{managerComments}

## Employee Acknowledgment

I, **{fullName}**, understand that by submitting this form I agree to adhere to company policies regarding remote work. I agree to maintain productivity and communication standards while working from home.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     Date: {submissionDate}