

Proposal for Remote Work Arrangements

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Hiring Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I hope this message finds you well. I am writing to propose a remote work arrangement during the hiring process for the [Job Title] position. Given the current circumstances surrounding in-person meetings and interviews, I believe that remote work would enhance productivity and flexibility for both parties.

My proposal includes the following key points:

- Virtual interviews conducted via [Zoom/Teams/other platform].
- Flexible scheduling to accommodate varying time zones.
- Use of collaborative tools to complete any required assessments.

I am confident that this arrangement will not only streamline the hiring process but also demonstrate my adaptability and commitment to contributing effectively in a remote work environment.

Thank you for considering my proposal. I look forward to the opportunity to discuss this further.

Sincerely,

[Your Name]