

Proposal for Flexible Remote Work

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Proposal for Flexible Remote Work Arrangement

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally propose a flexible remote work arrangement that I believe will benefit both my productivity and the overall success of our team.

Proposed Work Arrangement

I propose to work remotely [number of days per week/month] while being available during core office hours. This schedule allows me to maintain a strong connection with the team while also giving me the flexibility to focus on tasks that require deeper concentration.

Benefits

- Increased productivity due to a quieter workspace.
- Improved work-life balance, leading to enhanced job satisfaction.
- Reduction in commuting time, allowing me to invest more time into work-related tasks.

Supporting Data

Research indicates that remote work can lead to a [percentage]% increase in productivity and [percentage]% higher employee engagement.

Next Steps

I would appreciate the opportunity to discuss this proposal further and address any concerns you may have. Thank you for considering my request, and I look forward to your feedback.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]