

Proposal for Remote Work Arrangement

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Proposal for Remote Work Arrangement

Dear [Manager's Name],

I hope this message finds you well. I am writing to propose a remote work arrangement that I believe will enhance my productivity and provide additional benefits to our team.

Proposed Arrangement

I propose to work remotely [insert specified days or hours] each week. This arrangement will allow me to [describe benefits, such as reducing commute time, optimizing work-life balance, etc.].

Benefits

- Enhanced productivity due to fewer distractions
- Flexibility to manage work-life balance
- Potential cost savings for the company on office resources

Commitment

I assure you that my commitment to my responsibilities will remain unchanged, and I will ensure that all tasks are completed on time with the same level of quality I have consistently delivered.

I would appreciate the opportunity to discuss this proposal in further detail. Thank you for considering my request.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]