

Letter of Employment Terms Negotiation for Remote Work Flexibility

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to discuss the possibility of negotiating my employment terms regarding remote work flexibility. I greatly appreciate the opportunities I've had here at [Company Name], and I believe that a more flexible work arrangement could enhance my productivity and overall job satisfaction.

After considering my current workload and personal commitments, I would like to propose the following adjustments:

- Option for remote work two days a week.
- Flexible working hours to accommodate [specific commitments or needs].
- Regular check-ins to ensure collaboration and communication remain effective.

I am confident that these changes would not only benefit my work-life balance but also contribute positively to my performance and productivity. I would love the opportunity to discuss this further and find a mutually beneficial solution.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]