

# Request for Remote Work Arrangement

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Remote Work Arrangement

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a remote work arrangement for my position as [Your Job Title]. I believe that working remotely would allow me to maintain productivity while balancing [mention any personal or professional reasons, such as family commitments, health issues, etc.].

Based on my current responsibilities, I am confident that I can fulfill all my duties effectively while working from home. I am prepared to ensure constant communication and meet all deadlines as required.

I propose the following arrangement: [Specify your preferred remote work schedule, such as full-time, part-time, or specific days]. I am open to discussing this further and finding a solution that works for both of us.

Thank you for considering my request. I appreciate your support and look forward to hearing from you.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Position]