

Inquiry About Permanent Home Office Work

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of transitioning to a permanent home office position within [Company Name].

As an employee in the [Your Department/Position] department, I have greatly appreciated the flexibility that remote work offers. I believe that a permanent home office arrangement could enhance my productivity and work-life balance even further.

I would love to discuss this possibility with you and understand if there are any steps I need to take to formalize this request. Thank you for considering my inquiry.

Looking forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]