

Proposal for Permanent Flexible Work Option

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Proposal for Permanent Flexible Work Option

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally propose a permanent flexible work option for my role as [Your Job Title] within [Your Department/Team]. Over the past [duration], I have successfully adapted to a flexible work schedule, which has significantly improved my productivity and job satisfaction.

Given the positive outcomes I have experienced, I believe that transitioning to a permanent flexible work arrangement would not only benefit me personally, but also contribute to our team's overall efficiency. Below are some key points supporting this proposal:

- **Increased Productivity:** My flexible schedule allows me to work during my most productive hours, leading to higher quality outputs and timely project completions.
- **Work-Life Balance:** A permanent flexible arrangement would enhance my work-life balance, resulting in improved job satisfaction and employee retention.
- **Cost Savings:** With reduced commuting time and expenses, the company can also benefit from potential cost savings associated with a more remote work culture.

I am confident that this proposal aligns with our company's goals of fostering a supportive and innovative work environment. I am open to discussing the details further and addressing any concerns you may have.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]