

Request for Permanent Remote Work Transition

Date: [Insert Date]

[Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a transition to permanent remote work. Over the past [insert duration], I have successfully adapted to the remote work environment, and I believe that continuing in this manner will enhance my productivity and work-life balance.

During this time, I have consistently met performance expectations and contributed to our team's objectives. I have also developed effective communication and collaboration methods to ensure that my work aligns with the company's goals.

I have considered how a permanent remote arrangement might work for our team and I am confident that I can maintain the same level of engagement and accountability as I do in the office.

I appreciate your consideration of my request and would be happy to discuss this further at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]