

Telework Proposal for Optimal Performance

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Proposal for Telework Arrangement

Dear [Manager's Name],

I hope this message finds you well. I am writing to propose a telework arrangement that I believe will enhance my performance and contribute positively to our team's goals.

As we continue to adapt to the evolving work environment, I have observed that a flexible work arrangement could significantly improve my productivity. Having the opportunity to work remotely would allow me to create an optimized workspace tailored to my needs, minimize commuting time, and maintain a better work-life balance.

In the past, I have successfully managed my tasks and delivered results while working from home during [mention any relevant past experience, if applicable]. Based on this experience, I am confident that a structured telework schedule would not only help me perform at my best but also align with the team's needs.

I propose to work remotely [insert the number of days per week or specific schedule], ensuring regular communication through [mention preferred communication tools, e.g., email, video calls, etc.]. I will also ensure that my availability aligns with core business hours.

I am happy to discuss this proposal further and answer any questions you may have. Thank you for considering my request for a telework arrangement.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]