

# Telecommuting Proposal

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Proposal for Flexible Telecommuting Arrangement

Dear [Manager's Name],

I hope this message finds you well. I am writing to propose a flexible telecommuting arrangement that I believe will enhance both my productivity and work-life balance.

Given the nature of my role as [Your Position], I have identified several benefits of working remotely, including:

- Increased focus and reduced distractions.
- Better time management and flexibility.
- Enhanced work-life balance leading to greater job satisfaction.

I suggest the following plan:

1. Work from home on [specify days].
2. Maintain regular check-ins via [communication platform].
3. Ensure all deadlines are met and projects are managed effectively.

I am confident that this arrangement will not only benefit my output but will also contribute positively to the team's goals. I would appreciate the opportunity to discuss this proposal further at your convenience.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Contact Information]