

# Application for Full-Time Remote Work

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request the opportunity to transition to a full-time remote work arrangement. Over the past [duration], I have greatly enjoyed my role as [Your Position] and believe that a remote work setup would enhance both my productivity and work-life balance.

I have demonstrated my ability to work independently and effectively manage my tasks while working remotely in the past. The flexibility of remote work would enable me to focus even more on my projects and contribute meaningfully to the team.

I am confident that I can maintain high performance levels and remain fully engaged with my responsibilities while working remotely. I am also committed to maintaining open lines of communication with the team and participating in all required meetings and collaborations.

Thank you for considering my request. I am happy to discuss this in further detail and explore any necessary arrangements that would support this transition.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]