

Permanent Work-from-Home Transition

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Permanent Work-from-Home Arrangement

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a transition to a permanent work-from-home arrangement. Over the past [duration of remote work], I have had the opportunity to assess my productivity and work-life balance, and I have found that working from home increases my efficiency and overall job satisfaction.

This new arrangement would allow me to continue delivering high-quality work while adapting to my personal circumstances. I believe that this change will not only benefit me but also align with the company's goals for flexibility and employee well-being.

I am open to discussing any adjustments or conditions that may be necessary to facilitate this transition. Thank you for considering my request, and I look forward to your response.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]