

# Formal Remote Work Proposal

**Your Name**

Your Address

City, State, Zip Code

Email: your.email@example.com

Phone: (123) 456-7890

Date: [Insert Date]

**Manager's Name**

Company Name

Company Address

City, State, Zip Code

## Subject: Proposal for Remote Work Arrangement

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally propose a remote work arrangement that I believe will enhance my productivity and contribute positively to the team's goals.

Over the past few months, I have demonstrated my ability to meet deadlines and maintain quality of work while managing my responsibilities. I have researched successful remote work practices and I am confident that with the right tools and communication strategies, I can continue to excel in my role while working remotely.

I propose to work remotely on [insert proposed days] while remaining flexible to attend in-office meetings as necessary. I will ensure that I am fully accessible through email, chat, and video calls during working hours. Additionally, I will provide regular updates on my progress to keep the team informed.

Thank you for considering my proposal. I am looking forward to your feedback and hope to discuss this opportunity further.

Sincerely,  
Your Name