

# Request for Permanent Remote Work Status

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request the option to work remotely on a permanent basis. Over the past [duration of remote work], I have greatly appreciated the flexibility and have successfully maintained my productivity and contributions to the team.

I believe that continuing to work remotely would not only support my personal work-life balance but also enable me to deliver my best work. I have noted the benefits this arrangement has brought not only to my productivity but also to the team's overall efficiency.

I am committed to maintaining open communication and ensuring that my responsibilities are met without any disruption. I would greatly appreciate your consideration of my request and am happy to discuss any concerns or conditions you may have regarding this arrangement.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]