

Remote Work Proposal Letter

[Your Name] [Your Address] [City, State, ZIP Code] [Email Address] [Phone Number] [Date]

[Supervisor/Manager's Name] [Company Name] [Company Address] [City, State, ZIP Code]

Subject: Remote Work Proposal

Dear [Supervisor/Manager's Name],

I hope this letter finds you well. I am writing to formally request the opportunity to work remotely on a [part-time/full-time] basis. I believe that this arrangement will not only enhance my productivity but also contribute positively to the goals of our team.

After careful consideration, I would like to propose the following remote work plan:

Duration: I am requesting to work remotely starting from [start date] and continuing until [end date, if applicable]. This period will allow me to demonstrate the viability of this arrangement.

Working Hours: During the proposed remote work period, I commit to maintaining regular working hours as per our standard schedule. I will be available for meetings, collaboration, and any necessary communication during these hours.

Communication Plan: To ensure seamless communication, I will be available via [communication tools/platforms] and will proactively update the team on my progress. I am committed to maintaining open lines of communication to address any concerns or issues promptly.

Workspace: I have set up a dedicated workspace at my home that meets the ergonomic and technical requirements necessary for the successful completion of my tasks. I am committed to maintaining a professional and efficient work environment.

Performance Metrics: I propose a trial period during which we can evaluate the success of this arrangement based on predefined performance metrics. I am open to feedback and am committed to ensuring that the quality and timeliness of my work remain consistent.

I understand the importance of maintaining team cohesion and collaboration, and I am confident that this remote work proposal will have a positive impact on my productivity and contribute to our team's success.

Thank you for considering my request. I am more than willing to discuss this proposal further and address any concerns you may have. I believe that this arrangement will not only benefit me personally but will also contribute positively to the overall success of our team.

I appreciate your time and consideration and look forward to discussing this proposal with you.

Sincerely,

[Your Name] [Your Job Title] [Your Department]