Remote work request

Sender

Full name

Full address

Telephone

E-mail address

Current position

Recipient

Name of recipient or department

Recipient's address

Place

Date

Subject: request to work remotely

Dear Sir or Madam,

I would like to submit a request to work remotely and set out the details below. I would be glad to discuss it with you in a meeting.

My request

Arrangement I am asking for

☐ Trial period, with a review at the end ☐ Ongoing arrangement

Remote days per week

Starting from

Length of trial

How it would work

Place of remote work

Equipment and tools

Reasons for the request and expected benefits for the work

Availability and ways to reach me on those days

I undertake to stay reachable during the agreed hours, to protect company data and to come back on site whenever the needs of the team require it.

Yours faithfully,

Signature

Name in full