



FLEXJOBS SAMPLES: PROPOSAL TO WORK FROM HOME PERMANENTLY



Created by the [FlexJobs Career Coaching Team](#): Personalized Support, Resume Reviews, and More!

For those who want to continue working remotely but aren't sure how to discuss with their bosses, [FlexJobs' career coaching team](#) has developed a template for requesting a more permanent work-from-home arrangement.

To approach your boss with this kind of request, our career coaches recommend the following two-step process:

1. Email your manager and/or HR to request a meeting
2. Write a proposal to present at the meeting

In your proposal, include the request to work from home permanently, your reasoning for the request and the professional benefits of a permanent arrangement, and details or scenarios for your potential schedule and communication with the team.

Below, you'll find the email template to request your meeting, and the proposal template to build your winning pitch for a permanent work-from-home arrangement.

STEP ONE: EMAIL TO REQUEST A MEETING

Subject line ideas:

- Long-term remote work options
- Plans for continued remote work vs. return to the office

Hello [manager's name],

I hope you're doing well! To best prepare for the coming months, I'd like to get a good sense of the company's plans to return to the office and what the options are for longer-term remote work. Are you the right person to talk to, and if so, could we set up a call for later this week?"

Best wishes,

[your name]

STEP TWO: PROPOSAL OUTLINE TO PRESENT AT YOUR MEETING

Send this to whoever you're meeting with the day before your meeting, so they have time to review it.

Request: A long-term remote work arrangement.

You may want to list the specific arrangement or arrangements you'd ideally like here. For example:

- Work from home 2-3 days per week
- Continue working 100% from home, with in-office visits as needed.
- Work from home through spring 2021

Reasoning and benefits: Since beginning to work from home full-time during the pandemic, I've discovered just how productive and effective I can be at my job by working this way. This was also possible even though many other responsibilities and focuses shifted in my personal life.

Like many of us, because of remote work, I continued contributing at a high level at work while taking care of unexpected and challenging life circumstances.

Specifically, while working remotely, I've experienced: List specific accomplishments, achievements, and improvements related to work such as:

- 95% client retention during a severe economic downturn due to excellent communication and availability outside traditional office hours
- 15% fewer PTO or sick days compared to last year because I can keep working through mild illnesses, when children are home sick, etc.
- Creative new ways of collaborating and communicating with coworkers leading to stronger working relationships
- A faster turn-around time on projects/content/brainstorms/client requests because of the increased focus that remote work supports

Potential schedule and communication details: I understand how important it is for me to be reachable and available even when working remotely. Here's how I can make that possible:

- Stick to predictable hours that overlap with the team's for synchronous work
- Be available by email, phone, and online chat during work hours
- Announce my arrival and departure every day just as I would in the office
- Send schedule changes and other necessary info to anyone affected
- Dial into all meetings and use video whenever possible
- Make regular visits to the office and be available as needed for in-person meetings

Don't forget to thank your supervisor for their time and consideration.

WHAT TO DO NEXT

If you don't receive a "yes" right away, you might want to ask your manager what concerns they have, and then think of ways to address those.

Consider asking for a hybrid work situation where you're in the office some days or weeks and at home others.

Try again in the future, or start looking for a new job that will let you work remotely. Remote work has become more acceptable in the past eight months than ever before, even for skeptical managers.

For more expert advice and insights, [work one-on-one with a FlexJobs Career Coach!](#) Our team specializes in helping job seekers navigate the remote job market to land work-from-home jobs.