

Subject: Strategic Proposal: Transitioning [Department/Role] to a Remote-First Model

Dear [Manager's Name],

I am writing to propose a transition of my current role from an office-based position to a fully remote arrangement. Having analyzed our recent performance and workflow, I believe this shift will significantly benefit both the team and [Company Name].

Since joining the team, I have consistently met and exceeded my KPIs, including [Mention 1-2 key achievements]. Transitioning to a remote model would allow me to further optimize my output by:

- **Increased Productivity:** Eliminating the daily commute will allow me to start my workday earlier and focus on deep-work tasks without office interruptions.
- **Operational Cost Savings:** Reducing the need for dedicated physical office space and resources.
- **Expanded Availability:** More flexibility to coordinate with stakeholders across different time zones.

To ensure a seamless transition, I have already outlined a plan for maintaining high-level communication via [Mention tools like Slack/Teams] and ensuring project transparency through [Mention tools like Jira/Asana]. I am fully committed to attending all necessary in-person meetings or quarterly retreats as required.

I would appreciate the opportunity to discuss how we can implement this on a trial basis to demonstrate the continued value and efficiency of this arrangement.

Thank you for your time and for considering this proposal.

Best regards,

[Your Name]
[Your Job Title]