

****Template for Remote Work Letter****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to discuss my current work arrangement and the possibility of continuing my duties in a remote capacity.

[Briefly explain your reasons for seeking remote work, such as productivity, work-life balance, etc.]

I believe that remote work will allow me to [mention any relevant skills or advantages]. I am committed to maintaining clear communication and delivering high-quality work.

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

Sincerely,

[Your Name]

****Template for On-Site Work Letter****

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope you are doing well. I am writing to express my interest in continuing my duties on-site at [Company Name].

[Discuss the importance of in-person collaboration, teamwork, or any specific projects that benefit from on-site work.]

Being physically present in the workplace will enable me to [mention any relevant skills or advantages]. I appreciate your consideration in this matter.

Thank you, and I look forward to your reply.

Best regards,

[Your Name]