

Formal Suggestion Letter to Management for Policy Change

Subject: Proposal for Remote Work Policy Adjustment

Dear [Director's Name],

I am submitting this suggestion to review and possibly amend our current remote work policy.

Allowing employees more flexibility in working from home could improve productivity and reduce operational costs.

I have attached a comparative study of policies from similar organizations and a draft policy proposal. I would appreciate the opportunity to discuss this in detail at your convenience.

Sincerely,

[Your Name]

[Position]

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