

Request for Flexible Working Hours

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Justification for Requesting Flexible Working Hours

Dear [Manager's Name],

I am writing to formally request flexible working hours due to [brief explanation of your reason, e.g., family commitments, health issues, educational pursuits]. I believe that being able to adjust my work schedule will enhance my productivity and contribute positively to our team's objectives.

My proposed flexible hours are as follows: [Insert proposed hours or schedule]. I am confident that I can maintain my performance and meet all deadlines effectively with this arrangement.

In support of my request, I have outlined the following justifications:

- Increased productivity: [Brief reason]
- Better work-life balance: [Brief reason]
- Continued contribution to team goals: [Brief reason]

I appreciate your consideration of my request and am open to discussing this further at your convenience. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]