

# Flexible Work Arrangement Guidelines

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Flexible Work Arrangement Request

Dear [Employee Name],

We are committed to supporting your needs and promoting a work-life balance. This letter outlines the guidelines for requesting a flexible work arrangement.

## Eligibility Criteria

- Employee must have completed at least [X months/years] of service.
- Performance evaluations must be satisfactory.
- Position responsibilities allow for flexibility.

## Types of Flexible Work Arrangements

- Telecommuting
- Flexible working hours
- Part-time schedules

## Request Process

Please submit your written request outlining the following:

- Type of flexible arrangement requested
- Proposed schedule or work plan
- Impact on current responsibilities

## Review and Approval

Requests will be reviewed based on business needs and employee performance. You will receive a response within [X days].

We appreciate your commitment to your role and your willingness to explore flexible work options. If you have any questions, please feel free to reach out.

Best regards,

[Manager/Supervisor Name]

[Title]

[Company Name]