

Request for Flexible Working Hours

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a change to my working hours to accommodate [brief reason for request, e.g., personal commitments, childcare, etc.].

Currently, I work [current working hours], and I would like to propose an adjustment to [proposed flexible working hours]. I believe that this change will allow me to maintain my productivity while also balancing my personal responsibilities.

I am committed to ensuring that my work performance remains at a high level and am open to discussing how this flexibility can be structured to benefit both myself and the team.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]