

Flexible Work Arrangement Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Flexible Work Arrangement

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a flexible work arrangement that I believe will enhance my productivity and work-life balance. I have outlined below the options I am considering:

Options for Flexible Work Arrangement

- **Remote Work:** [Specify days/hours you wish to work from home]
- **Flexible Hours:** [Specify desired start and end times]
- **Compressed Workweek:** [Outline proposed schedule]

I believe that this arrangement can help me achieve my work goals while still meeting the needs of the team. I am open to discussing this further and am willing to adjust my proposal based on your feedback.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]