

Request for Flexible Work Arrangement

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a flexible work arrangement due to [briefly explain your reason, e.g., personal circumstances, health reasons, childcare responsibilities, etc.]. I believe that this arrangement would not only accommodate my needs but also allow me to continue contributing effectively to our team.

Specifically, I would like to propose [**describe the flexible work arrangement you are seeking, e.g., remote work, adjusted hours, compressed workweek, etc.**] starting from [desired start date]. I am confident that this will not impact my productivity. I am willing to discuss how my responsibilities can be managed during this period.

I appreciate your consideration of my request and look forward to discussing this matter further. Thank you for your understanding.

Sincerely,
[Your Name]