

Proposal for Flexible Work Schedule

Date: [Insert Date]

[Your Name]
[Your Job Title]
[Your Department]
[Your Company]
[Your Email]
[Your Phone Number]

[Manager's Name]
[Manager's Job Title]
[Company Name]

Dear [Manager's Name],

I am writing to propose a flexible work schedule that I believe will enhance my productivity and contribute positively to our team's goals. Here are the key points of my proposal:

Proposed Schedule

- Start time: [Proposed Start Time]
- End time: [Proposed End Time]
- Days of work: [Proposed Days]

Benefits

I believe that this flexible schedule would allow me to:

- Increase my overall productivity
- Improve work-life balance
- Enhance collaboration with team members on [specific tasks/projects]

Trial Period

I propose a trial period of [Duration of Trial] to assess the effectiveness of this new schedule and its impact on my performance and the team's output.

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

Sincerely,
[Your Name]