

Request for Flexible Working Hours

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a change in my working hours to a more flexible schedule. My current hours are [current hours], and I would like to propose [proposed hours]. This change will help me [reason for request, e.g., manage personal commitments, enhance productivity, etc.].

I believe that this adjustment will not only benefit my work-life balance but also allow me to contribute more effectively to the team. I am committed to ensuring that my responsibilities are managed and will remain accessible during my core work hours.

I would appreciate the opportunity to discuss this request further and explore possible arrangements that could work for both the team and myself. Thank you for considering my request.

Sincerely,

[Your Name]