

Request for Flexible Work Hours Arrangement

Date: [Insert Date]

To,
[Manager's Name]
[Company's Name]
[Company's Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a flexible work hours arrangement due to [briefly explain reason, e.g., personal circumstances, caregiving responsibilities, etc.].

I believe that by adjusting my work schedule, I can maintain my productivity while balancing my personal commitments. I am proposing the following schedule: [insert proposed work hours, e.g., working remotely on certain days, starting and ending hours, etc.].

I am confident that this change will not affect my performance, as I will ensure that all deadlines and responsibilities are met efficiently. I am open to discussing this arrangement further and would appreciate any suggestions or adjustments you may propose.

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

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]