

Flexible Work Arrangements Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Flexible Work Arrangements

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request flexible work arrangements due to [briefly explain reason, e.g., personal circumstances, health reasons, childcare needs]. I believe that implementing this arrangement will not only help me manage my responsibilities effectively but also contribute positively to my performance at [Company Name].

Specifically, I would like to propose [outline your proposed flexible arrangements, e.g., remote work days, adjusted hours, a compressed workweek]. I am confident that this schedule will enable me to maintain productivity while accommodating my current needs.

I am more than willing to discuss this proposal and explore any adjustments you might suggest. I appreciate your consideration of my request and look forward to your positive response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]