

Holiday Flex-Time Proposal

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Proposal for Holiday Flex-Time

Dear [Manager's Name],

I hope this message finds you well. I am writing to propose a holiday flex-time arrangement for the upcoming holiday season to help manage my work-life balance while continuing to meet the commitments of my role.

As we approach [insert holiday period], I would like to request the flexibility to adjust my work schedule. I propose to shift my working hours from [insert proposed start time] to [insert proposed end time], allowing me to [insert reason for the adjustment, e.g., spend time with family, manage personal commitments, etc.].

I believe this adjustment will enable me to maintain productivity while also enjoying the holiday season. I am committed to ensuring that all my responsibilities are met and that my work output remains unaffected during this period.

I appreciate your consideration of my request. I would be happy to discuss this proposal further and explore any suggestions you might have.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]