

# Request for Work Schedule Flexibility

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Department]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

[Manager's Name]

[Manager's Job Title]

[Department Name]

[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request flexibility in my work schedule due to [briefly explain the reason, e.g., personal matters, family obligations, health issues, etc.].

I am currently scheduled to work [insert current schedule], and I would like to propose the following adjustments: [briefly outline the desired changes in your schedule]. I believe this change will not only help me manage my personal obligations but also enable me to maintain my productivity and performance at work.

I am open to discussing this matter further and exploring options that would work for both of us. I truly appreciate your consideration and support regarding this request.

Thank you for your time and understanding.

Sincerely,

[Your Name]