

# Flexible Work Arrangement Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Flexible Work Arrangement

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a flexible work arrangement due to [briefly explain the reason, e.g., personal circumstances, health needs, family commitments]. I believe that this arrangement would enable me to maintain my productivity while balancing my responsibilities.

I would like to propose the following flexible work options:

- Option 1: [Detail the first option, e.g., remote work two days a week]
- Option 2: [Detail the second option, e.g., adjusted work hours from 10 AM to 6 PM]
- Option 3: [Detail any additional options you may have]

I am confident that I can maintain the quality of my work and meet all deadlines under this arrangement. I am open to discussing this further and would appreciate your consideration of my request.

Thank you for your understanding, and I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]