

Job Application for Flexible Working Hours

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request a consideration for flexible working hours at [Company's Name]. I have been a dedicated employee since [Start Date] and have enjoyed contributing to the team. However, due to [brief reason for request], I would greatly appreciate the opportunity to modify my working hours.

I believe that with adjusted hours, I will be able to maintain my productivity and continue to meet the expectations of my role as [Your Position]. I am proposing the following schedule: [proposed hours/days of work].

I am open to discussing this further and exploring any possible solutions that can work for both myself and the team. Thank you for considering my request.

Sincerely,

[Your Name]