

# 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 state reason, e.g., personal circumstances, health concerns, etc.].

Proposed Arrangement:

- Work remotely on [specify days] from [start time] to [end time].
- Attend in-office meetings as needed on [specify other days if applicable].

I believe that this arrangement will enable me to maintain my productivity while also addressing my [reason stated above]. I am committed to ensuring that my work performance will remain unaffected and will keep consistent communication with you and the team.

I appreciate your consideration of this request and am happy to discuss it further at your convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]