

Letter for Adjustable Working Hours Arrangement

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Adjustable Working Hours Arrangement

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an arrangement for adjustable working hours due to [briefly explain reason, e.g., personal commitments, health reasons, etc.].

I propose the following adjusted hours: [insert proposed hours and days]. I believe this arrangement will enable me to maintain my productivity while accommodating my needs.

I am committed to ensuring that my responsibilities are met and I am happy to discuss any adjustments to my workflow that may be necessary to facilitate this change.

Thank you for considering my request. I look forward to your positive response.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]