

Flexible Work Schedule Proposal

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Proposal for Flexible Work Schedule

Dear [Manager's Name],

I hope this message finds you well. I am writing to propose a flexible work schedule that I believe could enhance my productivity while aligning with the needs of our team.

Currently, my standard working hours are from [Current Hours]. I would like to suggest the following flexible schedule:

- Monday: [Proposed Hours]
- Tuesday: [Proposed Hours]
- Wednesday: [Proposed Hours]
- Thursday: [Proposed Hours]
- Friday: [Proposed Hours]

This arrangement would allow me to manage my [mention any personal commitment or reason], while still ensuring that I meet all my responsibilities and deadlines. I am confident that this change would contribute positively to my performance and the overall success of our team.

I am open to discussing this proposal further and would appreciate your feedback. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]