

Flexible Hours Arrangement Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a flexible hours arrangement due to [reason for request, e.g., personal commitments, health reasons, etc.]. I believe that with some adjustments to my work schedule, I can maintain my productivity and continue to contribute positively to our team.

I propose the following schedule: [Outline your proposed flexible hours, e.g., starting early, working through lunch, etc.]. I am confident that this arrangement will not affect our team's performance and will allow me to fulfill my responsibilities more effectively.

I appreciate your consideration of my request and am open to discussing this further. Thank you for your understanding.

Sincerely,
[Your Name]