

# Flexible Work Arrangement Request

Date: [Insert Date]

To: [Manager's Name]

[Store Name]

[Store Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a flexible work arrangement at [Store Name]. As we continuously strive to meet the demands of our customers while maintaining a positive work environment, I believe that adjusting my work schedule could enhance both my productivity and morale.

Specifically, I am seeking to [insert details of the flexible arrangement, e.g., adjust my hours, work certain days remotely, etc.]. I believe this arrangement will not only suit my personal circumstances but also allow me to contribute effectively to our team's goals.

I am open to discussing this proposal further and finding a solution that works for both myself and the team. Thank you for considering my request. I look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]