

Application for Flexible Schedule Remote Work

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Request for Flexible Schedule Remote Work

Dear [Supervisor's Name],

I am writing to formally request a flexible work schedule while continuing my duties in a remote capacity. Given the demands of my current role and my personal circumstances, I believe that a flexible schedule will enhance my productivity and overall job performance.

I would like to propose the following schedule: [Insert Proposed Schedule Details]. I am confident that this arrangement will not affect my ability to meet project deadlines and collaborate effectively with the team.

I appreciate your consideration of my request and am willing to discuss this further at your convenience. Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]