

# Flexible Working Hours Agreement

**Date:** [Insert Date]

**Employee Name:** [Insert Employee Name]

**Employee Position:** [Insert Position]

**Company Name:** [Insert Company Name]

**Company Address:** [Insert Company Address]

## Agreement Details

Dear [Employee Name],

We are pleased to confirm your request for flexible working hours as discussed on [Insert Date of Discussion]. The following arrangements will be effective from [Insert Start Date]:

- **Proposed Working Hours:** [Insert Proposed Working Hours]
- **Work Days:** [Insert Work Days]
- **Core Hours (if applicable):** [Insert Core Hours]
- **Review Period:** [Insert Review Period]

Please acknowledge your acceptance of these terms by signing and returning this agreement by [Insert Deadline].

Thank you for your continued dedication to [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]