

Flexible Working Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a flexible working arrangement under the company's flexible working policy. I would like to propose the following changes to my current working hours:

- Desired schedule: [Insert desired working hours, e.g., "Monday to Friday, 9 AM to 3 PM"]
- Preferred start date: [Insert start date]
- Reason for request: [Briefly explain the reason, e.g., "to better balance my work and personal commitments"]

I believe that this flexible arrangement can enhance my productivity and contribute positively to the team's objectives. I am open to discussing this proposal further and exploring any concerns you might have.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]