

# Flexible Work Schedule Agreement

Dear [Supplier's Name],

We are pleased to inform you about the implementation of a flexible work schedule that aims to enhance productivity and cooperation between our organizations. This decision reflects our commitment to fostering a collaborative working environment.

As part of this flexible work schedule, the following arrangements will be in place:

- Core working hours: [Specify core hours]
- Flexibility in start and end times: [Specify flexibility details]
- Remote work options: [Outline remote work policy if applicable]
- Communication expectations: [Clarify expected communication methods and frequency]

We believe these adjustments will benefit both parties and improve overall efficiency. Please review the proposed schedule and share any feedback by [Feedback Deadline].

We appreciate your cooperation and look forward to continuing our successful partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]