

Request for Flexible Working Hours

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Flexible Working Hours

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a change to my current working hours to a more flexible schedule.

Due to [briefly explain reason, e.g., family commitments, educational pursuits], I believe that adjusting my hours would allow me to maintain my productivity while balancing my personal obligations.

I propose the following schedule: [insert proposed working hours]. I am confident that this adjustment will not affect the quality of my work or my availability for team meetings and collaborations.

I appreciate your consideration of my request and am open to discussing this further at your convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]