

Flexible Working Arrangement Request

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a flexible working arrangement in accordance with the company's Flexible Working Arrangement Policy. I believe that this adjustment will help enhance my productivity and work-life balance.

Proposed Arrangement:

- Type of flexibility: [e.g., remote work, adjusted hours]
- Proposed start date: [Insert Date]
- Duration: [Indefinite/Specify Duration]

Rationale:

[Briefly explain reasons for the request and any benefits to the team or company.]

I appreciate your consideration of my request and look forward to discussing this further. Thank you for your understanding.

Sincerely,

[Employee Name]

[Job Title]

[Employee ID]