

Flexible Work Schedule Proposal

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to propose a flexible work schedule that I believe will enhance my productivity and contribute positively to the team's overall performance.

Currently, my work schedule is [Current Schedule], and I am proposing to adjust it to [Proposed Schedule]. This change will allow me to [brief explanation of benefits, e.g., manage work-life balance, focus better during peak productivity hours, etc.].

I believe that this new schedule will not only benefit me but will also align with the team's goals. I am committed to ensuring that all responsibilities are met and deadlines are adhered to.

I am open to discussing this proposal further and exploring any adjustments that may be necessary. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title]