

Flexible Work Schedule Request

Date: [Insert Date]

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a flexible work schedule due to [briefly state the reason, e.g., personal circumstances, childcare needs, etc.].

Specifically, I would like to propose the following schedule: [Outline your proposed flexible schedule, e.g., working from home on certain days or altering start and end times]. I believe this arrangement would not only help me manage my responsibilities more effectively but also allow me to remain fully productive in my role.

I am committed to maintaining open communication with you and the team and ensuring that my work meets the company's expectations during this period.

Thank you for considering my request. I am open to discussing this further and am willing to accommodate any adjustments needed to make this arrangement work.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]