

Request for Flexible Working Hours

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 formally request a modification to my current work schedule to allow for flexible working hours. This change would greatly assist me in managing my childcare responsibilities while maintaining my commitment to my role at [Company's Name].

Currently, I am finding it challenging to balance my work obligations with my responsibilities at home. By adjusting my work hours, I believe I can improve my productivity and overall job performance. I am proposing to [insert your proposed flexible schedule, e.g., start earlier, finish later, work remotely on certain days].

I am confident that this arrangement can benefit both [Company's Name] and myself. I would be happy to discuss this further and explore the best options that align with the needs of our team.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]