

# Request for Remote Work and Flexible Hours

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Remote Work Options and Flexible Hours

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request the option to work remotely alongside a flexible work schedule. Given the changing dynamics of our work environment and my current responsibilities, I believe that this adjustment would enhance my productivity and work-life balance.

Over the past few months, I have noticed that I have been able to complete my tasks efficiently while working remotely on certain occasions. I am confident that with a more structured remote work arrangement and flexible hours, I can contribute even more effectively to our team.

I am committed to ensuring that my performance and collaboration with the team remain at a high standard. I am willing to discuss a suitable arrangement that meets both the team's needs and my request.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]