

Formal Flexible Working Request Letter

Subject: Request for Flexible Working Arrangement

Dear [Manager's Name],

I am writing to formally request a flexible working arrangement due to [reason, e.g., childcare, health, personal circumstances]. I propose [specific arrangement, e.g., working from home three days a week, adjusting work hours, compressed workweek].

I believe this arrangement will maintain or improve my productivity while allowing me to manage my responsibilities effectively. I am open to discussing a trial period or adjustments to ensure this works for both the team and the organization.

Thank you for considering my request. I look forward to discussing this further at your convenience.

Sincerely,

[Your Name]

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