

Request for Workplace Flexibility or Remote Work

Subject: Request for Flexible Work Arrangement

Dear [Manager's Name],

I am writing to formally request a flexible work arrangement that would allow me to [work remotely two days per week/adjust my schedule/work from home full-time]. I believe this arrangement would enable me to maintain my productivity while better managing my personal circumstances.

Over the past [time period], I have consistently met all deadlines and exceeded performance expectations in my role as [position]. I am confident that this flexibility would not compromise my work quality or team collaboration. In fact, studies show that flexible arrangements often increase employee productivity and job satisfaction.

I propose the following arrangement: [specific details of schedule, days, hours]. I would ensure full availability during core business hours and maintain regular communication through [tools/methods]. All my current responsibilities and deliverables would continue without interruption.

I would appreciate the opportunity to discuss this request with you at your earliest convenience. I am open to a trial period to demonstrate the effectiveness of this arrangement.

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

Sincerely,

[Your Name]

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