

[Your Name]
[Your Job Title]
[Your Department]
[Date]

[Manager's Name]
[Company Name]

Subject: Request for Flexible Work Schedule Accommodation

Dear [Manager's Name],

I am writing to formally request a flexible work schedule accommodation regarding my current position as [Your Job Title].

Due to [briefly state reason, e.g., personal health needs, family caregiving responsibilities, or childcare], I would like to propose the following adjustment to my working hours:

Proposed Schedule:

[Example: Monday to Friday, 7:00 AM to 3:00 PM / Compressed work week / Remote work on Tuesdays and Thursdays]

I believe this schedule will allow me to maintain my productivity and fulfill all my professional responsibilities while effectively managing my current situation. I am committed to ensuring a seamless transition and am happy to discuss how my tasks will be covered during this time.

I am available to meet and discuss this proposal in further detail at your earliest convenience. Thank you for your time and for considering my request.

Sincerely,

[Your Signature]
[Your Printed Name]