

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

[Manager's Name]
[Company Name]

Subject: Request for Temporary Flexible Working Hours

Dear [Manager's Name],

I am writing to formally request a temporary adjustment to my current working hours. Due to [briefly mention reason, e.g., personal commitments, family care, or medical reasons], I would like to propose a flexible schedule starting on [Start Date] and ending on [End Date].

During this period, I propose the following schedule:
[Insert Proposed Hours, e.g., Monday to Friday, 7:00 AM to 3:00 PM]

I am committed to ensuring that my responsibilities are met and that my productivity remains high. To minimize any impact on the team, I plan to [mention how you will manage tasks, e.g., remain available via email during core hours or complete tasks ahead of schedule].

I would appreciate the opportunity to discuss this request with you to find a solution that works for both the department and myself. Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]