

[Your Name]  
[Your Job Title]  
[Your Email Address]  
[Your Phone Number]

[Date]

[Manager's Name]  
[Manager's Title]  
[Company Name]

Subject: Request for Flexible Working Arrangement

Dear [Manager's Name],

I am writing to formally request an adjustment to my current working arrangement. Specifically, I would like to request a remote work schedule with flexible working hours starting on [Start Date].

I am proposing the following schedule: [Details of requested hours and remote days, e.g., working from home Monday through Friday with core hours between 10:00 AM and 3:00 PM].

I believe this arrangement will help me maintain a high level of productivity while managing [reason for request, e.g., personal responsibilities or health needs]. I am fully committed to ensuring that my work performance and availability for meetings remain consistent with the expectations of my role.

I have considered the needs of the team and have planned the following to ensure a smooth transition:

- [Point 1: e.g., How you will handle communication]
- [Point 2: e.g., How you will track your tasks and progress]

I would appreciate the opportunity to discuss this proposal with you further. I am open to a trial period to demonstrate that this arrangement can be successful for both myself and the company.

Thank you for your time and for considering my request.

Sincerely,

[Your Signature]

[Your Printed Name]