

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

To: [Manager's Name]
[Company Name]

Subject: Request for Flexible Working Hours - Family Caregiver Accommodation

Dear [Manager's Name],

I am writing to formally request a flexible working arrangement regarding my current schedule. I am making this request due to my responsibilities as a primary caregiver for a family member, which requires my presence and support during specific hours of the day.

Currently, my working hours are [Current Hours]. I would like to propose the following adjustment to my schedule: [Describe your requested hours, e.g., 7:00 AM to 3:00 PM, or a compressed work week].

I am fully committed to my role at [Company Name] and ensuring that all my tasks and deadlines continue to be met. To ensure a smooth transition, I suggest the following measures to maintain my productivity:

- [Point 1: e.g., Ensuring availability for core team meetings via video call]
- [Point 2: e.g., Being reachable via email/messaging during specific off-site hours]
- [Point 3: e.g., Providing a weekly progress report to track deliverables]

I am open to discussing this arrangement on a trial basis to ensure it meets the needs of the team. I appreciate your understanding and support in helping me balance my professional duties with my family caregiving obligations.

I look forward to discussing this request with you at your earliest convenience.

Sincerely,

[Your Signature]
[Your Printed Name]