

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Manager's Name or HR Representative Name]
[Company Name]
[Company Address]

Dear [Name],

I am writing to formally request a flexible working hours accommodation as I prepare for my return to work on [Return Date].

To ensure a successful transition and maintain my productivity, I would like to propose the following adjustment to my schedule: [Describe your requested hours, e.g., starting at 7:00 AM and ending at 3:00 PM, or working a compressed work week].

This request is due to [briefly state reason, such as childcare, medical needs, or personal obligations]. I am confident that this arrangement will allow me to fulfill all my job responsibilities effectively while balancing these requirements.

I am happy to discuss how we can track my output and remain available for team meetings during core business hours. I am also open to a trial period to ensure this schedule meets the team's needs.

Thank you for your time and for considering my request. I look forward to discussing this further.

Sincerely,

[Your Signature]

[Your Printed Name]