

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

[Date]

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

Re: Request for Flexible Working Hours Due to Pregnancy

Dear [Manager's Name or HR Contact],

I am writing to formally request a temporary adjustment to my working hours due to my pregnancy. My anticipated due date is [Due Date].

To manage pregnancy-related symptoms and attend necessary prenatal medical appointments while maintaining my productivity, I would like to propose the following flexible schedule:

- [Proposed Start/End Times]
- [Specific Days for Remote Work, if applicable]
- [Request for shorter shifts or frequent breaks]

I intend to ensure that all my core responsibilities are met. I am happy to discuss how we can coordinate this schedule to minimize any impact on the team and ensure continued coverage for my duties.

I have attached a note from my healthcare provider confirming the medical necessity of this accommodation. I would appreciate the opportunity to discuss this request with you at your earliest convenience.

Thank you for your support and understanding during this time.

Sincerely,

[Your Signature]
[Your Printed Name]