

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

[Manager's Name]
[Company Name]
[Department]

Subject: Request for Flexible Working Hours for Educational Pursuit

Dear [Manager's Name],

I am writing to formally request a temporary adjustment to my current working hours to accommodate my enrollment in [Name of Degree/Course] at [Name of Educational Institution]. This program is directly related to my role and will help me develop skills in [mention 1-2 skills, e.g., data analysis, leadership].

To balance my academic requirements with my professional responsibilities, I would like to propose the following schedule:

- **Current Schedule:** [e.g., Monday to Friday, 9:00 AM - 5:00 PM]
- **Proposed Schedule:** [e.g., Monday, Wednesday, Friday, 8:00 AM - 4:00 PM; Tuesday and Thursday, 7:00 AM - 3:00 PM]

I am committed to ensuring that my total weekly hours remain at [Number] and that my core responsibilities are not impacted. I have already planned my workflow to ensure all deadlines are met and will remain available via [email/phone/Slack] during core business hours if urgent matters arise.

I am happy to discuss this proposal further and am open to a trial period to ensure this arrangement works for the team. This schedule would ideally begin on [Start Date] and continue until [End Date/End of Semester].

Thank you for supporting my professional development.

Sincerely,

[Your Signature]
[Your Printed Name]