

[Your Name]  
[Your Job Title]  
[Your Employee ID]  
[Date]

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

Re: Extension of Flexible Work Schedule Accommodation

Dear [Manager's Name],

I am writing to formally request an extension of my current flexible work schedule accommodation, which was originally approved on [Start Date] and is currently scheduled to expire on [End Date].

I would like to request that this arrangement be extended until [New End Date or "indefinitely"]. The reason for this extension request is [briefly state reason, e.g., ongoing medical treatment, continued childcare requirements, or sustained productivity levels].

During the initial period of this arrangement, I have successfully met all my job responsibilities and performance targets. I am committed to maintaining this same level of professional output and communication with the team under the extended schedule.

I have attached [mention any supporting documentation, such as a doctor's note or updated project plan, if applicable] for your review.

I am available to discuss this request in more detail and to make any necessary adjustments to ensure it continues to align with the department's needs. Thank you for your time and for your continued support of my work-life balance.

Sincerely,

[Your Signature]  
[Your Printed Name]