

Request for Flexible Work Arrangement

[Your Name]

[Your Title/Position, if applicable]

[Department]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a flexible work arrangement at [Company/Organization Name]. I have thoroughly considered the benefits and potential impact of such an arrangement and believe it can contribute to both my productivity and our shared goals.

I have been dedicated to my role as [Your Current Position] at [Company/Organization Name] for [X years/months] and remain committed to delivering high-quality work. However, due to [briefly explain your reasons for requesting flexibility, e.g., family commitments, personal health, commuting challenges], I believe that a flexible work arrangement would allow me to better manage my responsibilities while continuing to excel in my role.

I am proposing the following flexible work arrangement:

[Outline your proposed flexible work schedule, including details on start and end times, days of the week, and any remote work options. Be specific and clear about how your proposed arrangement will work.]

I have taken into consideration the impact of this arrangement on my colleagues and team. I am committed to ensuring a seamless transition and maintaining open lines of communication to address any concerns or questions that may arise during the implementation of this arrangement.

I am confident that this flexible work arrangement will enable me to maintain or even enhance my productivity, while also contributing positively to my overall well-being. I am ready to discuss this proposal further and address any questions or concerns you may have.

Thank you for considering my request for a flexible work arrangement. I greatly value my role at [Company/Organization Name] and am committed to making this transition as smooth as possible.

Please let me know your thoughts and any next steps required to move forward with this request.

Sincerely,

[Your Name]