**Request for flexible working arrangements**

**[Your name]  
[Contact details]  
[Job title]**

Dear **[insert manager’s name],**

I’d like to request to work a flexible work arrangement starting with **[date]**. Due to **[child care],[personal reasons]/[illness]/[family problems]/[inability to come to the office]** I am forced to **[vary my starting and finishing times]/[reduce working hours]/[change working days]/[alternate work from home with work from the office].**

My current work schedule is from **[Monday]** to **[Friday]**, from **[9 AM]** to **[5 PM]**. I would like to change it from **[Monday]** to **[Thursday]**, from **[8 AM]** to **[6 PM]**.

This change in my working pattern **[will] / [will not]** affect my colleagues. I’m ready to work with my team to accommodate any impact they may receive due to my change of schedule.

This change in my working pattern **[will] / [will not]** affect task planning. I’m ready to work with my team to manage any possible delays in the tasks I’m assigned on.

I’m willing to discuss any other possible alternatives that work for both of us. As soon as the reasons behind my request are no longer active, I’ll return to my regular schedule.

Thank you for considering this request. Let me know if you have any questions or concerns.

Yours sincerely,

**[Your name]**