

Request Letter to Manager

Jane Doe

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John Smith

Manager

ABC Corporation

123 Business Ave, Suite 456

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Subject: Request for Flexible Working Hours

Dear Mr. Smith,

I hope this message finds you well. I am writing to formally request a modification to my current working hours. As you are aware, I have been dedicated to my role as a Senior Analyst at ABC Corporation for the past four years, consistently achieving our team's objectives and contributing to our department's success.

Due to recent changes in my personal circumstances, I find myself in need of a more flexible work schedule to better manage my work-life balance. Specifically, I am requesting to shift my work hours from the standard 9:00 AM - 5:00 PM to an earlier schedule of 7:00 AM - 3:00 PM. I believe that this adjustment will not only help me

manage my personal responsibilities more effectively but also allow me to maintain, if not enhance, my productivity and the quality of my work.

I have taken the liberty to outline a proposed plan that addresses potential concerns regarding my availability for meetings and collaboration with the team. This plan includes:

1. **Adjusting My Daily Schedule:** Starting and ending my workday earlier to fulfill my job responsibilities while ensuring I'm available for key meetings and collaboration periods.
2. **Maintaining Open Communication:** Utilizing our team's communication tools to stay connected and responsive during my working hours, ensuring seamless collaboration.
3. **Flexible Meeting Times:** Willingness to adjust meeting times within my working hours or, if necessary, to make exceptions for critical team meetings that occur outside my proposed hours.

I am confident that this change will have a minimal impact on our team's operations and that, with your support, I can continue to contribute effectively to our projects and goals.

I am more than willing to meet at your earliest convenience to discuss this request further. I am open to feedback and any adjustments you might see fit to ensure that the team's needs and goals are also fully met.

Thank you very much for considering my request. I look forward to discussing this with you and am hopeful for a favorable response.

Warm regards,

Jane Doe
Senior Analyst
ABC Corporation