

Drafting a request for flexible hours involves presenting a well-structured and professional proposal to your employer, emphasizing how such an arrangement can benefit both you and the company. This guide provides a free template for a flexible hours request letter, along with a realistic example, essential components, and tips for writing.

Purpose of Drafting a Request for Flexible Hours

- **Propose Flexible Work Hours:** Suggest a change in your work schedule to better accommodate personal needs or enhance productivity.
- **Explain the Need:** Clearly articulate why you are requesting flexible hours and how it can positively impact your work.
- **Outline the Benefits:** Highlight how flexible hours can benefit both you as an employee and the organization.
- **Seek Employer's Agreement:** Request your employer's consideration and agreement for the proposed flexible work hours.

Key Components of a Flexible Hours Request Letter

Introduction: Briefly state your current role and the purpose of your letter.

Reason for Request: Explain why you are seeking flexible hours.

Proposed Schedule: Detail your proposed work hours and how they differ from your current schedule.

Benefits to Employer: Discuss how this arrangement can positively impact your productivity and benefit the organization.

Address Concerns: Proactively address any potential concerns your employer might have.

Closing: Conclude with a request for a discussion or meeting to further explore the proposal.

Tips for Writing a Flexible Hours Request Letter

Be Specific: Clearly outline your proposed schedule and how it will work.

Focus on Mutual Benefits: Emphasize how flexible hours can improve your work output and benefit the company.

Maintain Professionalism: Keep the tone respectful and professional.

Anticipate Challenges: Think ahead about potential concerns your employer might have and address them in your letter.

Proofread: Ensure your letter is well-written, clear, and free of errors.

Flexible Hours Request Letter Template

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Manager's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to request a modification to my current work schedule as [Your Position] at [Company Name]. Due to [state your reason, such as family commitments, health reasons, or a desire for a better work-life balance], I am seeking to adopt a more flexible working arrangement.

I propose to adjust my work hours to [state your proposed schedule, such as starting and finishing earlier, working four longer days with one day off, etc.]. This new schedule will allow me to [explain how it will help you manage your situation better and how it will improve your work performance].

I am committed to maintaining, and potentially increasing, my productivity and ensuring ongoing communication with my team and clients. I believe that this flexibility in my working hours can lead to [mention benefits such as reduced stress, higher efficiency, or better focus during work hours].

I understand that this is a change from my usual working pattern and am willing to work closely with you and the team to address any concerns. I am confident that this arrangement will not only benefit my work-life balance but also contribute positively to the team and [Company Name].

I appreciate your consideration of my request and would welcome the opportunity to discuss this further.

Thank you for your understanding and support. I look forward to finding a mutually beneficial solution.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

Example Letter Using the Template

Emma Johnson
Graphic Designer
Creative Agency Inc.
456 Design Street
Artville, AV 12345
emma.johnson@creativeagency.com
(555) 234-5678
May 18, 2024

David Brown
Creative Director
Creative Agency Inc.
456 Design Street
Artville, AV 12345

Dear David,

I am writing to propose a change to my work schedule in my role as a Graphic Designer at Creative Agency Inc. Due to recent family commitments, I am seeking to adopt a flexible working arrangement to better manage my time and continue delivering high-quality work.

I propose to start my workday at 7:00 AM and conclude at 3:00 PM, instead of the standard 9:00 AM to 5:00 PM. This adjustment will allow me to fulfill my family responsibilities while ensuring that my workday is productive and efficient.

I am dedicated to upholding my responsibilities and deliverables and believe that this change in hours will enhance my focus and productivity. I anticipate that this flexibility can result in more efficient work outputs and a healthier work-life balance.

I understand this adjustment may require some adaptation and am willing to work with you and the team to ensure a smooth transition. I believe this new schedule can benefit both my personal well-being and my professional contributions to Creative Agency Inc.

I appreciate your consideration of this request and am available to discuss this further at your convenience.

Thank you for your understanding and continued support. I am looking forward to finding a solution that works for both of us.

Sincerely,

Emma Johnson