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Once you've downloaded the document, insert your words in place of the prompt words in square brackets.

For important context, see [requesting flexible work](#).

[Your name]

[Your address]

[Date]

[Employer's name]

[Employer's address]

Dear [Name],

**Re: Flexible work**

I am writing to request a flexible work arrangement that will help me perform my job to the best of my abilities. The flexible arrangement I propose will involve some changes to my current working pattern. I will describe these changes, explain why I'm making the request, and discuss their potential impact on you and my co-workers.

***[Explain the flexible work arrangement you're proposing. Note the date you'd like the arrangement to begin. For example, "Currently, my work day starts at 9 am and ends at 5 pm. Under the flexible work arrangement I'm proposing, I would begin my work day at 7:30 am and finish at 3:30 pm. If possible, I would prefer to begin this arrangement two weeks from today."]***

***[Explain your reason for making the request, if you think it would help. You don't have to say why you're making the request if you don't want your employer to know. For example, "My wife and I recently enrolled our daughter in daycare. Every weekday, one of us will need to pick her up at 4 pm. Since I work down the street from the daycare, we figured it makes the most sense for me to pick her up."]***

***[Explain the potential impact on your employer and co-workers. Suggest options for dealing with any issues that could arise. For example, "I understand you may be concerned about how this will affect your business. In the event that something urgent comes up at the end of the day, once I've left the office, my co-workers have agreed to share the workload. In exchange, I've offered to handle some of their work in the mornings. Additionally, getting to the office earlier will allow me to prepare for the work day more effectively."]***

I would welcome the chance to talk this through with you at a convenient time and place.

Enclosed is a copy of *[any documents supporting your position. For example, "my daughter's daycare schedule"]*.

Yours truly,

*[Your name]*

**Disclaimer:** At People's Law School, we believe accurate, plain English information can help people take action to work out their legal problems. This template is a sample. **It is not intended as legal advice.** We recommend that you consult a legal professional in British Columbia if you want professional assurance that this information is appropriate to your particular situation.