

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Proposal for Shifting Work Timetable

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally propose a revision to my current work timetable. After careful consideration of my personal circumstances and workflow, I believe that a shift in my working hours would enhance my productivity and overall well-being.

Currently, my work schedule is as follows:

- Start Time: [Current Start Time]
- End Time: [Current End Time]

I propose to adjust my timetable to the following:

- New Start Time: [Proposed Start Time]
- New End Time: [Proposed End Time]

I believe this change will enable me to align better with my responsibilities and contribute more effectively to our team's goals. I am committed to ensuring that this adjustment does not disrupt our workflow and am happy to discuss this further at your convenience.

Thank you for considering my proposal. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]