

Subject: Suggestion for Customized Work Schedule

Dear [Manager's Name],

I hope this message finds you well. I am writing to propose a customized work schedule that I believe would enhance my productivity while also benefiting our team's overall performance.

Based on my recent experiences and feedback, I suggest the following schedule:

- **Monday:** 9 AM - 5 PM
- **Tuesday:** 10 AM - 6 PM
- **Wednesday:** 9 AM - 5 PM
- **Thursday:** Remote work
- **Friday:** 9 AM - 3 PM

This proposed schedule allows for flexibility, particularly on Thursdays, which I believe will lead to greater focus and output when working remotely. Additionally, I am confident that this arrangement can support our ongoing projects effectively.

I would appreciate the chance to discuss this suggestion further and explore any adjustments that could be made to accommodate both departmental needs and my work style.

Thank you for considering my proposal. I look forward to your feedback!

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]