

Proposal for Trial Period of Adjusted Work Conditions

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to propose a trial period for adjusted work conditions that I believe will enhance my productivity and overall job satisfaction. Specifically, I would like to explore the possibility of [briefly outline the proposed adjustments, e.g., flexible hours, remote work, or modified duties].

I suggest a trial period of [duration, e.g., three months] starting from [start date]. During this time, I will [explain how you plan to measure or evaluate the success of the adjustments]. I am confident that this arrangement will not only benefit my work but also contribute positively to our team and the organization as a whole.

I appreciate your consideration of this proposal and look forward to discussing it further. Thank you for your time and understanding.

Sincerely,

[Your Name]