

Application for Job Sharing Position

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request consideration for a job-sharing arrangement in my current position as [Your Position] at [Company's Name]. Due to [brief reason for requesting job share, e.g., personal commitments, family responsibilities], I believe that transitioning to a job-sharing position would not only help me balance my responsibilities but also enhance productivity within our team.

I propose sharing my role with [Proposed Partner's Name or mention if undecided], who has [brief credentials or reasons why this person is suitable for the role]. Together, we believe we can effectively cover all responsibilities and maintain the high standards of performance expected in our department.

I am confident that this arrangement will not only support my professional growth but also contribute positively to the company's objectives. I am looking forward to discussing this proposal further and exploring how we can implement this arrangement smoothly.

Thank you for considering my request. I appreciate your time and support.

Sincerely,

[Your Name]