

Request for Modification of Employment Terms

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a modification of my current employment terms, specifically regarding [mention the specific terms you want to modify, e.g., work hours, salary, job description, etc.].

Due to [briefly explain the reason for your request], I believe that these modifications would not only benefit my personal circumstances but also enhance my productivity and contribution to the team.

I am open to discussing this matter further and exploring alternatives that work well for both of us. I appreciate your consideration and look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]