

# Part-Time Employment Request

**Your Name**

Your Address

City, State, Zip Code

Your Email

Your Phone Number

Date: [Insert Date]

**Employer's Name**

Company's Name

Company's Address

City, State, Zip Code

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request a transition to part-time employment at [Company's Name]. As a dedicated [Your Position] with [X years] of experience in [Your Field], I have thoroughly enjoyed contributing to [specific project or task] and believe my skills can continue to add value to the team.

Due to [brief reason for request, e.g., personal commitments, further education], I am seeking a part-time role with flexible hours. I am confident that this arrangement would allow me to maintain my performance and continue delivering high-quality work.

I would appreciate the opportunity to discuss this proposal further, ensuring a seamless transition. Thank you for considering my request. I look forward to your response.

Best regards,  
[Your Name]