

Part-Time Position Proposal

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to propose the creation of a part-time position within [Company Name] that aligns with both the company's goals and my professional aspirations.

Given the increasing demands in [specific department or project], I believe that a part-time role focused on [briefly describe the role and responsibilities] would contribute significantly to our team's performance. This position could also enhance flexibility in managing workloads during peak times.

I have [mention any relevant skills or experiences], which would make me a strong candidate for this position. I am confident that my contributions would help drive our projects forward efficiently.

I am excited about the possibility of discussing this proposal further and exploring how we can create a role that supports both the company's needs and my ability to make a meaningful contribution.

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

Sincerely,

[Your Name]

[Your Contact Information]