

Request for Work Schedule Adjustment

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Request for Work Schedule Adjustment

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my current work schedule in order to achieve a better work-life balance.

Over the past few months, I have noticed that my current schedule has been impacting my personal life, and I believe that an adjustment could enhance my productivity and overall well-being. Specifically, I would like to propose the following changes:

- [Proposed Change 1: e.g., shift start/end times]
- [Proposed Change 2: e.g., compressed work week]
- [Proposed Change 3: e.g., remote work days]

I am confident that these changes will enable me to maintain high-quality work while also ensuring that I have sufficient time for my personal commitments.

Thank you for considering my request. I am open to discussing this further and exploring options that would work best for our team and the organization.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]