

Solicitation for Adjustment in Work Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my current work agreement.

As you know, [briefly state the reason for the adjustment, e.g., changes in workload, personal circumstances, etc.]. I believe that an adjustment to my agreement will help enhance my productivity and overall contribution to the team.

I would like to discuss the possibility of [mention the specific adjustments you are proposing, e.g., revised hours, remote work, etc.]. I am confident that these changes will benefit both myself and the company.

Thank you for considering my request. I am looking forward to discussing this matter with you at your earliest convenience.

Sincerely,

[Your Name]