

# Request for Change in Part-Time Work Schedule

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a change to my current work schedule. Due to [brief reason for request, e.g., personal commitments, school, etc.], I would like to propose the following adjustments:

- Current Schedule: [Current Schedule Details]
- Proposed Schedule: [Proposed Schedule Details]

I believe this new schedule will allow me to maintain my productivity while also accommodating my personal obligations. I am committed to continuing my contributions to the team and ensuring a smooth transition in case this change is approved.

Thank you for considering my request. I am happy to discuss this matter at your earliest convenience and look forward to your understanding.

Sincerely,

[Your Name]