

Request for Job Sharing Opportunity

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a job sharing opportunity for the [specific position/role] that I currently hold, or for [another position] that I believe could benefit from this arrangement.

Due to [reason for seeking job sharing, e.g., personal circumstances, work-life balance, etc.], I believe that sharing my role with another qualified employee could enhance productivity while maintaining the integrity of our team's output. I have already discussed this possibility with [Colleague's Name], who is interested in joining me in this dual role, and we are both excited about the prospect of collaborating effectively.

We are confident that this arrangement could lead to greater flexibility and innovation within our roles, allowing us to share skills and resources while ensuring all responsibilities are covered. We would be happy to discuss how we can structure our schedules and responsibilities to align with the team's objectives.

Thank you for considering our request. We would greatly appreciate the opportunity to meet with you to discuss this proposal in more detail. Please let us know a convenient time, and we will gladly accommodate.

Best regards,

[Your Name]
[Your Job Title]
[Your Department]