

Job Sharing Proposal

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Proposal for Job Sharing Arrangement

Dear [Manager's Name],

I hope this message finds you well. I am writing to propose a job sharing arrangement that I believe could benefit both the team and our workload management. As you are aware, the demands of our current projects have been substantial, and I believe a job sharing model could enhance our productivity while providing greater flexibility.

Under this arrangement, [Colleague's Name] and I would share the responsibilities of my current role, allowing us to maintain the quality of work while accommodating our individual schedules. We propose that we split the workweeks as follows:

- [Your Name] would work on [Days] from [Start Time] to [End Time].
- [Colleague's Name] would work on [Days] from [Start Time] to [End Time].

This setup would not only ensure continuity in our projects but also foster collaboration and communication between us, leading to innovative solutions and efficiency gains.

I believe that this proposal aligns well with our organization's commitment to flexible work arrangements and employee well-being. I would appreciate the opportunity to discuss this proposal further and explore how we can implement it effectively.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]