

Request for Part-Time Job Share Collaboration

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to propose a part-time job share collaboration that I believe could benefit both parties involved. As a [Your Job Title] with experience in [Your Field/Industry], I am keen to explore the potential for flexible working arrangements that could meet the needs of the organization while allowing for a balanced work-life solution.

My proposal involves [briefly describe the nature of the job share, e.g., dividing responsibilities, hours of work, etc.]. I believe that by working together, we can ensure that all duties are met with efficiency and dedication.

I would appreciate the opportunity to discuss this idea further and explore how we can make this collaboration a reality. Thank you for considering my request.

Looking forward to your positive response.

Sincerely,

[Your Name]