

# Customized Work Hours Proposal

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to propose a customized work hours arrangement that I believe will enhance my productivity and contribute positively to our team's goals.

After considering my current workload and personal responsibilities, I would like to suggest the following revised work schedule:

- Monday: [Proposed Start Time] - [Proposed End Time]
- Tuesday: [Proposed Start Time] - [Proposed End Time]
- Wednesday: [Proposed Start Time] - [Proposed End Time]
- Thursday: [Proposed Start Time] - [Proposed End Time]
- Friday: [Proposed Start Time] - [Proposed End Time]
- Saturday: [Optional/If Applicable]
- Sunday: [Optional/If Applicable]

I believe that this new arrangement would allow me to maintain a high level of performance while also attending to my personal commitments. I am committed to ensuring that my responsibilities are met and would be happy to discuss this further.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]