

Request for Desired Work Timetable

Date: [Insert Date]

Dear [Manager's Name],

I hope this message finds you well. I am writing to discuss my current work timetable and propose adjustments that would better align with my personal commitments while ensuring continued productivity in my role.

Currently, my schedule is [insert current schedule]. I would like to suggest the following changes: [insert desired timetable].

I believe these adjustments would allow me to maintain the same level of efficiency and output, while also accommodating my personal needs. I am open to discussing this further and am willing to work together to find a solution that benefits both the team and myself.

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

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]