

Subject: Negotiation of Weekend Work Hours

Dear [Manager's Name],

I hope this message finds you well. I am writing to discuss my current weekend work schedule. I appreciate the opportunities I've had to contribute to our team's projects; however, I would like to propose a few adjustments to my weekend work hours.

Currently, I am scheduled to work from [Current Hours] on weekends. I would like to negotiate these hours to [Proposed Hours] to better balance my personal commitments while still meeting the team's needs.

I believe this change will allow me to be more productive during my work hours and maintain a higher level of job satisfaction. I am willing to discuss this further and explore any flexibility you might have.

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

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]