

# Part-Time Work Agreement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [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 formally request a part-time work agreement. Due to [brief explanation of reasons, e.g., personal commitments, educational pursuits], I believe transitioning to part-time status would allow me to maintain my productivity and contribute to the team effectively.

I propose the following schedule: [insert proposed work days and hours]. I am confident that this arrangement will benefit both the department and my ongoing responsibilities.

I would appreciate the opportunity to discuss this request further and explore potential options. Thank you for considering my request. I look forward to your response.

Warm regards,  
[Your Name]