

# Work Schedule Proposal

Date: [Insert Date]

To: [Supervisor's Name]  
[Company Name]  
[Company Address]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to propose a personalized work schedule that I believe will enhance my productivity while also aligning with the team's goals.

Currently, my work schedule is [current schedule details]. After evaluating my workload and performance, I propose the following schedule:

- Monday: [Proposed Hours]
- Tuesday: [Proposed Hours]
- Wednesday: [Proposed Hours]
- Thursday: [Proposed Hours]
- Friday: [Proposed Hours]

This new schedule is designed to [explain why this schedule works better, e.g., align with peak productivity times, family commitments, etc.]. I believe it will allow me to contribute more effectively to our projects and ensure a better work-life balance.

I am open to discussing this proposal further and making any adjustments as necessary. Thank you for considering my request.

Best regards,  
[Your Name]  
[Your Position]  
[Your Contact Information]