

Alternate Schedule Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose an alternate schedule to better meet the needs of my role and to enhance productivity.

Currently, my schedule is as follows:

- [Current Schedule Details]

After careful consideration, I propose the following alternate schedule:

- [Proposed Schedule Details]

I believe this change could contribute to improved performance and work-life balance. I am more than willing to discuss this proposal further and make adjustments to accommodate the team's needs.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]