

Adjusted Part-time Responsibilities Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Adjusted Part-time Responsibilities

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my part-time responsibilities due to [brief reason, e.g., personal circumstances, health issues, etc.]. I believe that making these adjustments will enable me to continue contributing effectively to our team.

Specifically, I would like to propose the following adjustments to my duties:

- [Adjustment 1: Brief description]
- [Adjustment 2: Brief description]
- [Adjustment 3: Brief description]

I am confident that these changes will allow me to maintain my productivity and commitment to our team's goals. I am open to discussing this further and exploring possible options that work for both the team and myself.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]