

Customized Part-time Work Plan

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Customized Part-time Work Plan

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to propose a customized part-time work plan that aligns with both my professional goals and the team's objectives. Below, I outline the key details of the proposed plan:

1. Work Schedule

[Specify days and hours you intend to work, e.g., Monday to Wednesday, 9 AM to 1 PM]

2. Responsibilities

[List key responsibilities you will undertake during your part-time hours, e.g., handling client communications, assisting with project development]

3. Objectives

[Mention your goals for this work period and how they contribute to the company's objectives]

4. Communication

[Outline preferred methods of communication and availability for meetings]

I believe this customized part-time work plan will allow me to contribute effectively to our team while managing my personal commitments. I look forward to discussing this proposal further at your convenience.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]