

# Enhanced Part-time Contract Discussion

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to discuss the possibility of an enhanced part-time contract tailored to better suit your needs and the organization's objectives. We value your contributions and would like to explore options that may provide you with greater flexibility while maintaining our operational efficiency.

In particular, we would like to address the following points:

- Current work schedule and responsibilities
- Proposed changes to hours and duties
- Compensation and benefits adjustments
- Impact on team dynamics and project outcomes

We would like to schedule a meeting to discuss these matters further. Please let us know your availability for the coming week, and we will do our best to accommodate.

Thank you for your attention to this matter. We look forward to your feedback and insights.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]