

# Flexible Part-time Schedule Proposal

Date: [Insert Date]

To,

[Manager's Name]  
[Company Name]  
[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to propose a flexible part-time schedule that I believe will benefit both my productivity and our team's overall efficiency.

Over the past few months, I have been considering how I can better balance my workload while maintaining high performance. I suggest the following flexible schedule:

- Work Days: [Insert Proposed Days]
- Work Hours: [Insert Proposed Hours]

I believe that this adjusted schedule will allow me to [briefly explain any benefits, such as increased focus or improved work-life balance]. I am committed to ensuring that my responsibilities and deadlines are met effectively.

I would greatly appreciate the opportunity to discuss this proposal further at your earliest convenience. Thank you for considering my request.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Contact Information]