

Part-time Work Agreement Discussion

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to discuss the possibility of formalizing a part-time work agreement.

As we have previously discussed, I am interested in [briefly describe the nature of the work or the project]. I believe that a part-time arrangement could be beneficial for both parties, allowing for flexibility while ensuring productivity.

I would appreciate the opportunity to go over the terms of this potential agreement, including hours, responsibilities, and compensation. Please let me know your availability for a meeting.

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

Sincerely,

[Your Name]