

Request for Part-time Work Flexibility

Date: [Insert Date]

To: [Manager's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a flexible approach to my part-time work schedule, which I believe could enhance both my productivity and overall job satisfaction.

As you are aware, I am currently working [insert current working hours/days]. Due to [brief explanation of circumstances], I would like to propose a modified schedule. I suggest [insert proposed schedule], which I believe will allow me to contribute more effectively to our team's goals.

I am confident that this adjustment will not only benefit my work-life balance but also enable me to focus more intently on my responsibilities. I am willing to discuss this proposal further and make any necessary adjustments to ensure it aligns with the team's needs.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]