

Work-Life Balance Part-time Arrangement Request

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a part-time work arrangement to better balance my professional responsibilities with my personal commitments.

Due to [briefly explain reason, e.g., family commitments, personal health], I believe that a part-time schedule would allow me to maintain my productivity and contribute effectively to our team while also attending to my personal needs.

I propose the following schedule:

- Work Days: [Insert proposed days]
- Work Hours: [Insert proposed hours]

I am confident that this arrangement will allow me to continue delivering quality work and meeting the expectations of my role. I am open to discussing this further and exploring how we can make this a productive solution for both myself and the team.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]