

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

Thank you for discussing my working hours with me. I appreciate your willingness to accommodate my request. After careful consideration, I would like to submit a counteroffer for adjusted working hours.

Originally, I was scheduled to work [original hours]. I would like to propose the following adjustment: [proposed hours]. I believe this change will enhance my productivity and work-life balance while allowing me to meet my responsibilities effectively.

I am confident that this adjustment will be mutually beneficial. Thank you for considering my counteroffer. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]