

# Adjustable Hours Employment Proposal

Date: [Insert Date]

To: [Employer's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Employer's Name],

I hope this message finds you well. I am writing to propose an adjustment in my current work hours that I believe would enhance both my productivity and work-life balance.

Currently, I am employed as [Your Job Title], and I have thoroughly enjoyed my time working with the team at [Company Name]. However, I believe that having more flexible working hours would enable me to contribute even more effectively to our projects.

I propose that we consider a flexible schedule where I would be able to work [Insert Proposed Hours] instead of my current hours. This change would allow me to [Briefly Explain Benefits, e.g., better focus, manage personal commitments, etc].

I am confident that this adjustment would not only facilitate my personal commitments but also allow me to bring enhanced energy and focus to my work at [Company Name]. I am open to discussing this further and exploring potential arrangements that would work for both of us.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]