

Alternative Schedule Employment Offer

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to offer you an alternative schedule employment option for the position of [Job Title] at [Company Name]. We believe that this arrangement will enhance your work-life balance while allowing you to contribute effectively to our team.

The proposed schedule is as follows:

- Days: [Insert Days]
- Hours: [Insert Hours]

This alternative schedule will commence on [Start Date] and will be subject to periodic review. Your salary and benefits will remain unchanged, and we expect you to fulfill all job responsibilities during your scheduled hours.

Please indicate your acceptance of this alternative schedule by signing and returning this letter by [Response Deadline]. If you have any questions or concerns, feel free to reach out.

We look forward to your affirmative response and to continuing our work together.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]