

Compressed Work Week Proposal

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I am writing to propose a compressed work week schedule that I believe would enhance productivity while also improving work-life balance for myself and potentially for the team. I am proposing to work [insert number] hours in [insert number of days] per week, instead of the standard schedule.

This arrangement would allow me to [insert benefits, e.g., focus better on projects, manage personal commitments, etc.]. I believe that this new schedule would lead to increased efficiency and motivation, benefiting both myself and [Company Name].

I am open to discussing this proposal further and addressing any concerns you may have. Thank you for considering this suggestion, and I look forward to your feedback.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]