

# Request for Part-time Work Schedule Adjustment

Date: [Insert Date]

To: [Manager's Name]

Company: [Company Name]

Address: [Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my current part-time work schedule due to [briefly state reason, e.g., personal commitments, educational pursuits, etc.].

Currently, my work schedule is as follows:

- [Day] - [Hours]
- [Day] - [Hours]
- [Day] - [Hours]

I would like to propose the following adjustments:

- [New Day] - [New Hours]
- [New Day] - [New Hours]
- [New Day] - [New Hours]

I believe this adjustment will not only help me manage my commitments better but will also allow me to continue contributing effectively to our team. I am willing to discuss this further and accommodate any suggestions you might have.

Thank you for considering my request. I look forward to your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]