

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a transition to a part-time work schedule, effective [desired start date], due to [briefly state reason, e.g., personal commitments, education, etc.].

I believe that a part-time schedule will allow me to maintain my productivity and continue contributing effectively to our team. I am proposing the following hours: [specify your proposed part-time hours/days]. I am confident that I can manage my responsibilities within this new schedule and will ensure a smooth transition by [mention any plans you have for handing over tasks or training a replacement, if applicable].

Thank you for considering my request. I am happy to discuss this further and explore how we can make this arrangement work for both of us.

Looking forward to your response.

Sincerely,

[Your Name]