

Employee's Name
Employee's Address
City, State, Zip Code

DATE

HR person's Name
Title
Company's Name
Company's Address
City, State, Zip Code

Re: Request a change from fulltime to part time

Dear HR person's Name,

I have been employed as the [Job Title] with [Company Name] for 10 years. I am currently planning to [reason for request for part time] begin attending school to obtain my degree in business administration. Due to this decision, I will need to decrease my hours from fulltime to part time.

During the time I have been at [Company Name], I am proud to have helped implement [contributions made that improved profits or work environment]. I will continue to strive to provide the same level of excellence while working part time.

I have truly enjoyed working on the many projects here, but [reason for the request and why it will be impossible to continue to work as many hours] attending school to obtain my degree is going to take up a great deal of my time.

The schedule will be demanding, although the positive aspect is that I hope to use this knowledge to increase my contributions to the company. At this time I do not feel that I would be able to maintain the standards I expect from myself by doing both.

It is my desire to remain with [Company Name], and I am willing to consider part time positions. I am willing to train a replacement for my position, if needed. I will be starting school on [date classes begin] and will complete all paperwork and any loose ends by this date.

I appreciate your support in this matter. If you have any questions, you can contact me at [phone number]. Once I receive my degree, I hope to be even more of an asset to [Company Name].

Sincerely,

Signature of Employee
Printed Name of Employee