

Requesting a four-day work week involves a strategic approach to communicate your needs while ensuring alignment with your employer's goals and expectations. This guide provides free templates for such a request, along with a realistic example, essential components, and tips for writing.

## Purpose of Requesting a Four-Day Work Week

- **Propose Reduced Workdays:** Suggest a work schedule that reduces the number of days while maintaining or increasing productivity.
- **Explain Rationale:** Provide a rationale for why a four-day work week is suitable for your situation and how it can benefit both you and the employer.
- **Demonstrate Preparedness:** Show that you have considered how you will manage your tasks and responsibilities effectively under this new arrangement.
- **Seek Employer's Approval:** Request your employer's consideration and approval for a four-day work week.

## Key Components of a Four-Day Work Week Request Letter

**Introduction:** State your current position and the purpose of your letter.

**Reasons for Request:** Explain why a four-day work week is beneficial for your situation.

**Work Plan:** Describe how you will manage your workload effectively within a four-day schedule.

**Benefits to Employer:** Outline the potential benefits of this

arrangement for the organization.

**Closing:** Conclude with a request for a discussion or meeting to further explore the proposal.

## Tips for Writing a Four-Day Work Week Request Letter

**Be Specific:** Clearly define the logistics of your proposed four-day work week.

**Focus on Benefits:** Highlight how a reduced workweek can be advantageous for both you and the company.

**Maintain Professionalism:** Keep the tone professional and express your commitment to your role.

**Address Potential Concerns:** Acknowledge any challenges and propose solutions to reassure your employer.

**Proofread:** Ensure your letter is well-written and free of errors.

## Four-Day Work Week Request Letter Template

[Your Name]  
[Your Position]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Manager's Name]  
[Manager's Position]  
[Company Name]

[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to propose a four-day work week arrangement. As [Your Position] at [Company Name], I have been exploring ways to optimize my work schedule to enhance productivity and work-life balance.

My proposal involves working longer hours from Monday to Thursday, allowing me to complete a full week's workload in four days. This schedule would enable me to dedicate focused time to our projects while also attending to personal commitments that have recently emerged.

I believe this arrangement can also be beneficial for [Company Name], potentially leading to increased productivity during my working days and reduced overhead costs. A four-day work week could also serve as a positive example of work flexibility within our team.

I am open to discussing this proposal further and finding a solution that aligns with the company's goals and my professional responsibilities. Please let me know a convenient time for a meeting to discuss this in more detail.

Thank you for considering my request. I am looking forward to continuing to contribute effectively to our team in this new capacity.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]

## **Example Letter Using the Template**

Alex Thompson

Senior Analyst  
Data Insights Corp.  
789 Data Drive  
Analysis City, AC 12345  
alex.thompson@datainsightscorp.com  
(555) 987-6543  
May 16, 2024

Sarah Johnson  
Director of Analytics  
Data Insights Corp.  
789 Data Drive  
Analysis City, AC 12345

Dear Sarah,

I am writing to propose a four-day work week arrangement. As a Senior Analyst at Data Insights Corp., I have been evaluating ways to optimize my schedule to better balance my professional and personal commitments while maintaining a high level of productivity.

I propose working extended hours from Monday to Thursday. This schedule will allow me to cover a full week's workload in four days, dedicating uninterrupted time to in-depth analysis and project development.

I believe this arrangement can offer several benefits to Data Insights Corp. It could lead to higher productivity due to focused work periods and potentially reduce operational costs on Fridays. Additionally, this flexible schedule could enhance employee satisfaction and retention.

I am committed to ensuring a seamless transition to this new schedule and am open to any adjustments required. I would appreciate the opportunity to discuss this proposal with you to explore its viability for our team.

Thank you for considering my request. I am eager to discuss how this arrangement can positively impact both my role and the broader objectives of Data Insights Corp.

Sincerely,

Alex Thompson

## **Four-Day Work Week Request Letter Template Variation**

[Your Name]

...

Dear [Manager's Name],

I hope this letter finds you well. I am writing to request consideration for a four-day work week. This change in schedule, I believe, could significantly increase my productivity and focus.

I propose to work from Monday to Thursday, with extended hours each day. This adjustment will allow me to dedicate a full day to personal development and family commitments, ultimately contributing to my overall well-being and job performance.

I am confident that this schedule will not impact my ability to meet deadlines and deliver quality work. On the contrary, it may enhance my efficiency and creative output.

I am open to discussing how this schedule can be implemented effectively, ensuring that it aligns with the team's needs and goals.

Sincerely,

[Your Printed Name]