

Resignation Letter from Fulltime to Part Time

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Today's Date]

Dear [Recipient's Name],

I am writing to formally request a change in my current employment status from a full-time position to a part-time role within [Company/Organization Name]. This decision has not been made lightly and is driven by personal circumstances that require me to adjust my work schedule.

I have greatly enjoyed my time working at [Company/Organization Name] and appreciate the opportunities and experiences I've gained during my tenure. I have had the privilege of working with an exceptional team and contributing to the success of the organization.

However, due to [mention the personal circumstances that necessitate this change, such as family responsibilities, pursuing further education, or other reasons], I find it necessary to reduce my working hours. I believe that transitioning to a part-time role will allow me to balance my personal obligations effectively while still contributing to the continued success of the team.

I propose that my part-time schedule consist of [state the number of hours you intend to work per week or any specific schedule you've discussed with your employer]. I am committed to ensuring a smooth transition during this change and will do my best to assist in finding a suitable replacement or training any team members as needed.

I understand that my transition to a part-time role may require adjustments within the organization, and I am open to discussing how we can best accommodate this change. Please let me know if you require any additional information or if there are specific steps I need to follow to facilitate this transition.

I want to express my gratitude for the support and opportunities I have received during my time as a full-time employee at [Company/Organization Name]. I look forward to continuing my contributions in a part-time capacity and remain dedicated to the success of the team.

Thank you for considering my request. I am eager to discuss this further and work together to ensure a seamless transition. Please let me know your availability for a meeting to discuss the details of this change.

Sincerely,

[Your Name]