

Request for Adjusted Work Hours

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my current work hours due to [brief explanation of why you need the adjustment, e.g., personal reasons, family commitments, etc.].

I would like to propose the following adjusted hours: [insert proposed hours and days]. I believe this change will allow me to maintain my productivity and continue contributing effectively to our team.

I appreciate your consideration of my request, and I am open to discussing this further at your convenience. Thank you for your understanding.

Sincerely,

[Your Name]