

Application for Modified Work Schedule

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a modification to my current work schedule due to [reason for modification, e.g., personal circumstances, health reasons, work-life balance, etc.]. I would like to propose the following adjusted schedule: [insert proposed schedule, e.g., working from 9 AM to 3 PM instead of 9 AM to 5 PM].

I believe that this modified schedule will allow me to maintain my productivity and effectiveness at work while addressing my personal needs. I am committed to ensuring that my responsibilities and performance do not suffer as a result of this change.

Thank you for considering my request. I am open to discussing this matter further and would appreciate any support you can provide to help accommodate my situation.

Sincerely,

[Your Name]

[Your Position]

[Department]