

Subject: Change in Work Hours

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a change in my work hours. Due to [reason for change], I would like to propose a modification to my current schedule.

Proposed New Work Hours:

[Insert New Work Hours]

I believe this change will enable me to [mention benefits or improvements]. I am committed to ensuring that my responsibilities are managed effectively during this adjustment.

Thank you for considering my request. I look forward to discussing this with you at your earliest convenience.

Sincerely,

[Your Name]

[Your Job Title]