

Office Attendance Adjustment Request

Date: [Insert Date]

To: [Supervisor/Manager's Name]

From: [Your Name]
[Your Job Title]

Subject: Request for Adjusted Office Attendance

Dear [Supervisor/Manager's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my office attendance schedule due to [briefly explain the reason, e.g., personal circumstances, health issues, etc.].

After assessing my current situation, I believe that an adjusted schedule would allow me to maintain my productivity while also addressing my personal needs. I am proposing the following adjusted attendance schedule: [Insert proposed schedule, e.g., remote work on specific days, flexible hours, etc.].

I am committed to ensuring that my responsibilities are met and will remain accessible and productive during the adjusted hours. Thank you for considering my request. I am looking forward to your approval.

Sincerely,

[Your Name]
[Your Contact Information]