

# Application for Temporary Work Hour Reduction

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a temporary reduction in my work hours due to [briefly explain reason, e.g., personal circumstances, health reasons, family commitments].

Specifically, I would like to propose reducing my hours from [current hours] to [requested hours] starting from [start date] until [end date]. I believe this adjustment will allow me to manage my responsibilities more effectively while continuing to contribute to the team.

I am committed to ensuring that my workload is handled efficiently during this period and am open to discussing how we can best manage my responsibilities with the reduced hours.

Thank you for considering my request. I look forward to your understanding and support. Please let me know a convenient time to discuss this further.

Sincerely,

[Your Name]