

Letter of Explanation for Decreased Work Hours

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally explain my need for decreased work hours at [Company Name]. Due to [briefly explain reason, e.g., personal health issues, family obligations, or academic commitments], I find it necessary to adjust my schedule.

Over recent weeks, [provide more details about the situation if comfortable, e.g., how it has affected your performance or well-being]. I believe that reducing my hours will not only help me manage my current situation but also allow me to continue contributing effectively to the team.

I propose to shift my hours from [current hours] to [proposed hours], effective [proposed start date]. I am committed to fulfilling my responsibilities and ensuring a smooth transition during this time.

Thank you for considering my request. I am hopeful for your understanding and support. Please let me know if we can discuss this matter further at your convenience.

Sincerely,
[Your Name]