

Proposal for Short-Term Work Hour Modifications

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Proposal for Modifications to Work Hours

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a temporary modification to my current work hours due to [briefly explain the reason, e.g., personal commitments, health reasons, etc.]. I believe that these adjustments will not only accommodate my situation but also maintain the productivity and workflow of our team.

Specifically, I propose the following work hour modifications:

- Start Time: [Proposed Start Time]
- End Time: [Proposed End Time]
- Duration: [Duration of the modifications, e.g., for the next month, two weeks, etc.]

I am confident that these changes can be implemented smoothly, with minimal disruption to our team's objectives. I am committed to ensuring that my responsibilities are met, and I am open to discussing how to best manage my workload during this period.

Thank you for considering my proposal. I would appreciate the opportunity to discuss this matter further at your earliest convenience.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]