

Application for Reduced Hours Flexibility

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 reduction in my work hours to accommodate [briefly explain reason, e.g., personal commitments, health reasons, etc.]. I have greatly enjoyed my role as [Your Position] at [Company's Name], and I believe that with a more flexible schedule, I would be able to continue contributing effectively to our team.

I would like to propose a new schedule of [proposed hours, e.g., reduced from 40 hours to 30 hours per week] starting from [proposed start date]. I am confident that this adjustment will allow me to maintain my performance while meeting my personal needs.

I am open to discussing this matter further and am willing to find a solution that works best for both the team and myself. Thank you for considering my request, and I look forward to your response.

Sincerely,

[Your Name]

[Your Position]