

# Reduced Work Hours Proposal

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Proposal for Reduced Work Hours

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally propose a reduction in my work hours from [current hours] to [proposed hours] starting from [start date].

This request is motivated by [briefly explain your reasons, e.g., personal circumstances, health issues, or pursuing further education]. I believe that this adjustment will allow me to [mention anticipated benefits for performance and productivity].

I am committed to ensuring a smooth transition and maintaining my current level of productivity. I am open to discussing how my responsibilities can be adjusted to accommodate these reduced hours.

Thank you for considering my proposal. I look forward to discussing this further at your earliest convenience.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]