

Letter of Adjustment in Work Conditions

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Subject: Request for Adjustment in Work Conditions

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an adjustment in my current work conditions due to [briefly explain the reason, e.g., personal circumstances, health issues, increased workload].

Specifically, I am requesting [detail the specific adjustments you are looking for, e.g., flexible hours, remote work options, reduced workload]. I believe that these changes would enable me to maintain my productivity while addressing my current situation.

I appreciate your understanding and consideration of my request. I am looking forward to discussing this with you further and finding a suitable solution that works for both of us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]