

# Request for Adjustment of Work Hours

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]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my work hours due to personal circumstances that require my attention.

Currently, I am working [current work hours]. I kindly request to reduce my hours to [requested work hours] starting from [start date]. This adjustment will greatly assist me in managing my personal obligations while continuing to contribute effectively to our team.

I understand the impact that this may have on the team and am committed to ensuring a smooth transition. I am happy to discuss how my responsibilities can be managed during this period and to provide any necessary support.

Thank you for considering my request. I look forward to your understanding and am willing to meet to discuss this further at your earliest convenience.

Warm regards,

[Your Name]

[Your Job Title]