

Subject: Request for Reduced Work Hours Due to Temporary Disability

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request a temporary reduction in my work hours due to a recent medical condition that has qualified as a disability.

After consulting with my healthcare provider, it has been advised that I limit my work hours for a period of [duration]. I believe adjusting my hours to [proposed hours, e.g., 20 hours per week] will allow me to manage my symptoms while still contributing to the team's success.

I am committed to ensuring a smooth workflow during this time and am happy to collaborate on how best to redistribute my tasks. Please let me know if we can set up a time to discuss this further.

Thank you for your understanding and support during this challenging period.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]