

# Reduced Work Hours Intent Letter

Date: [Insert Date]

To: [Manager's Name]

From: [Employee's Name]

Subject: Request for Reduced Work Hours

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a reduction in my work hours as part of our ongoing initiatives to promote employee well-being. After careful consideration, I believe that adjusting my hours will greatly enhance my productivity and overall health.

I propose to shift to a [insert proposed hours] schedule, starting on [insert start date]. I am confident that this change will allow me to achieve a better work-life balance while continuing to meet our team's goals and objectives.

I appreciate your understanding and support regarding this matter. I am happy to discuss this request further and explore how we can implement this change effectively.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Employee's Name]

[Employee's Position]

[Employee's Contact Information]