

# Proposal for Reduced Work Hours

Date: [Insert Date]

To: [Manager's Name]  
[Company Name]  
[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally propose a reduction in my work hours to better align my professional commitments with my personal obligations and to enhance my overall work-life balance.

Due to [briefly explain reason, e.g., family responsibilities, health issues, etc.], I believe that reducing my hours would allow me to maintain a higher level of productivity and morale in my role as [Your Job Title]. I would like to propose a shift to [specify new hours, e.g., four 6-hour days, or remote work on Wednesdays], starting on [proposed start date].

I am confident that this adjustment will not only benefit my personal well-being but also contribute positively to our team's efficiency. I am open to discussing how my responsibilities can be adjusted to accommodate this change.

Thank you for considering my proposal. I look forward to discussing this matter with you.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Your Contact Information]