

# Request for Reduced Work Hours

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Request for Reduced Work Hours

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request a modification to my work schedule that would allow for reduced work hours. Due to [briefly explain reason, e.g., personal commitments, health issues, etc.], I believe that a flexible working arrangement would greatly benefit my productivity and well-being.

I propose to work [insert proposed hours or schedule] starting from [insert start date] for the duration of [insert duration, e.g., a few months, until further notice, etc.]. I am confident that I can continue to meet my responsibilities and contribute to our team's success during this period.

I would greatly appreciate your consideration of this request and am open to discussing it further at your convenience. Thank you for your understanding and support.

Warm regards,

[Your Name]

[Your Job Title]

[Your Contact Information]