

Adjusted Hours Request

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Request for Adjusted Work Hours

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my work hours due to personal reasons that require my attention during certain times of the day.

Specifically, I would like to propose changing my work hours from [Current Hours] to [Proposed Hours] starting from [Start Date] to [End Date]. This adjustment will help me manage my personal obligations while continuing to fulfill my professional responsibilities effectively.

I assure you that I will remain committed to my work and ensure that all tasks and responsibilities are met within the adjusted schedule. I appreciate your understanding and support regarding this matter.

Thank you for considering my request. I am looking forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]