

Application for Change in Work Hours

Date: [Insert Date]

To,

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

Dear [Manager's Name],

I am writing to formally request a change in my work hours due to [briefly state reason, e.g., personal circumstances, health issues, etc.]. I am currently scheduled to work from [current work hours] and would like to propose a new schedule of [proposed work hours].

I believe that this adjustment will not only accommodate my needs but will also allow me to continue contributing effectively to the team. I am willing to discuss this further and explore options that may work for both parties.

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

Sincerely,

[Your Name]
[Your Position]
[Your Contact Information]