

Letter for Reduced Hours Request

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request a reduction in my work hours due to health-related concerns that I have been experiencing. After consulting with my healthcare provider, it has been advised that I limit my working hours to maintain my health and wellbeing.

Specifically, I would like to propose a reduction in my hours from [Current Hours] to [Requested Hours] per week. I believe that this adjustment will enable me to continue contributing effectively to our team while prioritizing my health.

I would greatly appreciate your understanding and support in this matter. Please let me know if there is a convenient time for us to discuss this further.

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

Sincerely,
[Your Name]