

Sample Letter to Reduce Hours at Work

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Supervisor's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request a reduction in my working hours due to [reason].

Over the past few months, I have been managing [specific reason], which has made it increasingly challenging to maintain my current work schedule. After careful consideration, I believe that reducing my hours would significantly benefit my well-being and productivity.

I would like to propose reducing my hours from [current hours] per week to [proposed hours] per week. Specifically, I would like to work from [specific days and times].

I understand that this change may affect certain projects or deadlines. To mitigate this, I plan to [propose solutions]. I am committed to ensuring that my productivity remains high and that the quality of my work does not suffer.

Thank you for considering my request. I am happy to discuss this further and explore any adjustments or compromises that may be necessary. I appreciate your support and understanding.

Sincerely,

[Your Name]