

# LETTER TO REDUCE HOURS AT WORK

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DATE

[Employer's Name]

[Employer's Street Address]

[Employer's City, State, and Zip Code]

## **RE: Request for a reduction in work hours**

Dear [Employer's Last Name]

It is with great enthusiasm that I'm humbly writing this letter to request a reduction in work hours from [#hrs/ week/month] to [#hrs/week/month] because [reasons].

I'm currently working as [position] full time [#hrs/week/month] from [starting time] to [ending time] but I would like to reduce my hours to [#hrs/week/month] from [starting time] to [ending time].

To reduce the impact on the company I can [explain how you can reduce the impact of reduced hours eg. I can remotely, drop by for emergency issues, etc.]

I appreciate your consideration and time regarding this matter. If you have any queries or require any extra information from me, kindly contact me by phone or email. I'm looking forward to speaking with you face-to-face so that we can discuss the specifics of a new schedule for both of us.

Sincerely