

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Approval of Voluntary Working Hours Reduction and Salary Adjustment

Dear [Employee Name],

We are writing to formally approve your request for a voluntary reduction in your working hours. Following our recent discussions, the following changes to your terms of employment have been agreed upon:

- **Effective Date:** [Start Date]
- **New Working Hours:** [Number of Hours] hours per week
- **Work Schedule:** [Days and times to be worked]
- **Adjusted Gross Salary:** [New Salary Amount] per [Month/Year]

Please note that this reduction in hours may affect your pro-rata entitlement to company benefits, including but not limited to annual leave accrual and pension contributions. All other terms and conditions of your employment contract remain unchanged.

This arrangement is [Permanent / Effective until Date]. If you wish to request a return to your previous hours in the future, please submit a written request at least [Number] days in advance for management review.

Please sign and return a copy of this letter to acknowledge your agreement to these changes.

Yours sincerely,

[Name of Manager/HR Representative]
[Job Title]

Employee Acknowledgment:

I accept the changes to my working hours and salary as outlined above.

Signature: _____

Date: _____