

[Your Name]
[Your Job Title]
[Date]

[Manager's Name]
[Department Name]
[Company Name]

Subject: Request for Voluntary Reduction in Working Hours and Salary Adjustment

Dear [Manager's Name],

I am writing to formally request a voluntary reduction in my current working hours. After careful consideration, I would like to propose changing my schedule from [Current Hours per Week] hours to [Proposed Hours per Week] hours per week.

I am suggesting the following work schedule: [Insert specific days and times, e.g., Monday to Thursday, 9:00 AM to 4:00 PM]. I would like this change to become effective on [Start Date].

I understand and accept that my salary and any applicable benefits will be adjusted proportionally to reflect this reduction in hours. My goal is to ensure a smooth transition, and I am committed to maintaining the quality of my work and meeting all deadlines within this new schedule.

I have considered how my current responsibilities will be managed and suggest [Briefly mention a plan, e.g., delegating specific tasks or prioritizing key projects] to ensure continued efficiency within the team.

I am open to discussing this request further and am willing to consider a trial period if necessary. Thank you for considering my proposal.

Sincerely,

[Your Signature]
[Your Printed Name]