

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Acknowledgment of Voluntary Reduction in Working Hours and Salary Adjustment

Dear [Employee Name],

This letter serves as formal acknowledgment and acceptance of your request dated [Date of Request] to voluntarily reduce your weekly working hours.

As per our discussion, your employment terms will be adjusted as follows:

- **Effective Date:** [Start Date]
- **New Working Hours:** [Number] hours per week
- **New Work Schedule:** [e.g., Monday to Wednesday, 9:00 AM - 5:00 PM]
- **Adjusted Gross Salary:** \$[Amount] per [Pay Period]

Please note that this change may impact your eligibility for certain company benefits, including [list benefits such as vacation accrual, pension contributions, or insurance], which are calculated based on hours worked or total salary. All other terms and conditions of your employment contract remain unchanged.

If you have any questions regarding these adjustments, please contact the Human Resources department.

Please sign and return a copy of this letter to indicate your agreement with these revised terms.

Sincerely,

[Name of HR Representative]

[Title]

[Company Name]

Employee Acceptance:

I, [Employee Name], accept the reduction in hours and the corresponding salary adjustment as outlined above.

Signature: _____ Date: _____