

[Current Date]

[Manager's Name]

[Company Name]

[Department]

Subject: Request for Voluntary Working Hours Reduction and Salary Adjustment

Dear [Manager's Name],

I am writing to formally request a voluntary reduction in my current working hours and a transition to a flexible schedule. I have carefully considered my professional responsibilities and personal commitments, and I believe this adjustment will allow me to maintain a high standard of work while achieving a better work-life balance.

My proposed schedule change is as follows:

- Current Hours: [Number] hours per week
- Proposed Hours: [Number] hours per week
- Proposed Schedule: [Details of days/times you plan to work]
- Effective Date: [Start Date]

I understand and accept that this reduction in hours will result in a proportional adjustment to my base salary and any applicable benefits, as per company policy. I am committed to ensuring that this transition does not impact the quality or timely delivery of my current projects, and I am happy to discuss how my workload will be managed or redistributed.

I value my position at [Company Name] and look forward to your positive response regarding this request. I am available to meet at your earliest convenience to discuss the details and any necessary paperwork.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Employee ID]