

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

[Manager's Name]
[Company Name]

Subject: Request for Voluntary Reduction in Working Hours for Family Care

Dear [Manager's Name],

I am writing to formally request a voluntary reduction in my current working hours to better manage my family caregiving responsibilities. I value my position at [Company Name] and wish to continue contributing to the team while balancing these personal commitments.

Currently, I work [Current Number] hours per week. I am requesting to reduce my schedule to [Proposed Number] hours per week, effective from [Start Date]. My proposed working schedule would be: [Insert Days and Hours].

I understand that this reduction in hours will result in a pro-rata adjustment to my base salary and associated benefits. I am fully prepared to accept the salary adjustment corresponding to my new schedule.

To ensure a smooth transition and maintain productivity, I suggest the following plan to manage my workload: [Briefly mention how tasks will be covered or handed over].

I am open to discussing this request further and am willing to review this arrangement after a trial period of [Number] months to ensure it meets the needs of the department.

Thank you for considering my request and for your support.

Sincerely,

[Your Signature]
[Your Printed Name]