[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Manager's Name]
[Company Name]
[Company Address]

Subject: Request for Return to Work with Reduced Hours

Dear [Manager's Name],

I am writing to formally notify you of my intention to return to work following my leave of absence, which began on [Start Date]. I am excited to rejoin the team and resume my duties.

Due to [personal circumstances/medical recommendations/family commitments], I would like to request a temporary reduction in my working hours upon my return. I am proposing a transition period starting from [Return Date] until [End Date/Review Date].

My proposed schedule is as follows:

- Total hours per week: [Number of hours]
- Days of work: [Specific days, e.g., Monday, Wednesday, Friday]
- Shift times: [Start time] to [End time]

I have attached [supporting documentation/medical note] regarding this request. I am committed to ensuring that my responsibilities are managed effectively during this time and am happy to discuss how we can adjust my workload to fit this schedule.

I would appreciate the opportunity to meet with you to discuss this proposal further. Thank you for your support and understanding.

Sincerely,

[Your Signature]

[Your Printed Name]