

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

[Date]

[Manager's Name or HR Representative Name]
[Company Name]
[Company Address]

Subject: Request for Reduced Working Hours - Medical Accommodation

Dear [Recipient Name],

I am writing to formally request a temporary adjustment to my work schedule as a medical accommodation due to my pregnancy. Based on the advice of my healthcare provider, I need to reduce my working hours to ensure a healthy pregnancy and manage [mention specific symptoms if comfortable, e.g., fatigue/physical strain].

I am requesting that my hours be reduced from [Current Hours per Week] to [Requested Hours per Week], effective [Start Date]. I propose the following schedule: [Details of proposed schedule, e.g., Monday to Friday, 9:00 AM to 1:00 PM].

I have attached a supporting letter from my doctor detailing these medical recommendations and the expected duration of this accommodation, which is anticipated to last until [End Date or Start of Maternity Leave].

I remain committed to my role and will work with you to ensure that my primary responsibilities are managed effectively during this period. I am open to discussing how we can best redistribute tasks or adjust deadlines to accommodate this change.

Thank you for your understanding and support during this time. I look forward to discussing this request with you further.

Sincerely,

[Your Signature]

[Your Printed Name]