

Drafting a request for reduced hours due to health reasons involves a thoughtful and professional approach, emphasizing how this change can help manage your health while maintaining your commitment to your job. This guide provides a free template for such a request, along with a realistic example that closely matches the template, essential components, and tips for writing.

## Purpose of Requesting Reduced Hours for Health Reasons

- **Propose Reduced Work Hours:** Suggest a reduction in working hours to accommodate health-related needs.
- **Explain Health Circumstances:** Provide a brief explanation of your health situation that necessitates reduced hours, respecting your privacy and confidentiality.
- **Outline Work Plan:** Demonstrate how you will continue to manage your responsibilities effectively within reduced hours.
- **Seek Employer's Support:** Request your employer's understanding and approval for the proposed change.

## Key Components of a Request for Reduced Hours for Health Reasons Letter

**Introduction:** State your current position and the reason for your letter.

**Health Reason:** Explain, within your comfort level, the health reasons necessitating reduced hours.

**Proposed Work Schedule:** Detail your proposed reduced hours and how they will be structured.

**Benefits to Employer:** Discuss how this arrangement can positively impact your productivity and contribution to the team.

**Closing:** Conclude with a request for a discussion to finalize the arrangement.

## Tips for Writing a Request for Reduced Hours for Health Reasons Letter

**Be Clear but Discreet:** Share enough information to justify your request while maintaining your privacy.

**Be Specific:** Clearly outline your proposed reduced hours and work plan.

**Maintain a Professional Tone:** Keep the tone respectful and focused on your professional commitment.

**Address Work Coverage:** Reassure your employer that your duties will be managed effectively.

**Proofread:** Ensure your letter is error-free and clearly communicates your request.

## Request for Reduced Hours for Health Reasons Template

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Manager's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Manager's Name],

I am writing to discuss a potential modification to my work schedule due to health reasons. Recently, I have been advised by my healthcare provider to reduce my working hours to better manage my health.

As a dedicated member of the team, I am committed to finding a balance that allows me to maintain my health while continuing to contribute effectively to [Your Position] at [Company Name]. Therefore, I am proposing to reduce my work hours to [state the proposed hours, e.g., part-time, 30 hours a week].

I plan to prioritize my key responsibilities and tasks to ensure that my reduced hours do not impact the team's performance. I believe that with a more manageable schedule, I can maintain, if not increase, my productivity and focus.

I understand that this change may require some adjustments, and I am open to discussing how we can make this transition as smooth as possible for everyone. I am hopeful that this arrangement will enable me to continue contributing to the team while taking care of my health needs.

I appreciate your understanding and support in this matter and am available for a meeting or a call to discuss this request in more detail.

Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]

# Example Letter Using the Template

Michael Brown  
Customer Service Representative  
Quality Services Ltd.  
123 Service Lane  
Helpful City, HC 67890  
michael.brown@qualityservices.com  
(555) 654-3210  
May 19, 2024

Janet Wilson  
Customer Service Manager  
Quality Services Ltd.  
123 Service Lane  
Helpful City, HC 67890

Dear Janet,

I am writing to discuss a potential modification to my work schedule due to recent health developments. Following consultations with my healthcare provider, I have been advised to reduce my working hours to better manage my condition.

As a committed Customer Service Representative, my goal is to maintain my health while continuing to deliver excellent service at Quality Services Ltd. I propose to adjust my schedule to work 30 hours per week, spread over five days.

I intend to focus on high-priority tasks and customer interactions during these hours. I am confident that with a more balanced schedule, I can continue to be an effective and productive team member.

I understand this request may necessitate some adjustments within our team, and I am open to discussing any possible solutions or modifications. I believe that this arrangement will allow me to uphold my responsibilities at Quality Services Ltd. while taking care of my health.

I appreciate your understanding and support and am available to discuss this matter further at your earliest convenience.

Thank you for considering my request for reduced working hours.

Sincerely,

Michael Brown