Date

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear Recipient Name:

Seasonal greetings to you.

You have been very busy previously with work. I was waiting to discuss an issue with you regarding my timings. As you know, my daughter is very young, and she needs someone to be with her all the time. Therefore, I have decided to cut on my work timings. I know there is a rule to follow the eight-hour work shift.

I am very proficient with my work and I have trained my team to be very responsible. Therefore, I can work partially from home and for any urgent matters, I will make sure to be at work. If you approve this, it will be a great help for me and my family.

Sincerely

Your Name

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