*Abs.: [your name]| [your street address]| [ZIP code] [City]*

|  |  |  |
| --- | --- | --- |
| [Your Employer][Street address][ZIP code] [City] |  |  |

Berlin, [Date]

**Antrag auf Verringerung der Arbeitszeit**

Sehr geehrte [Name of your point of contact at HR],

sehr geehrte Damen und Herren,

hiermit beantrage ich gemäß § 8 TzBfG eine Verringerung meiner wöchentlichen Arbeitszeit. Von derzeit [current weekly working hours] möchte ich meine Arbeitszeit auf [desired weekly working hours] verkürzen.

Die Arbeitszeit soll sich wie folgt verteilen:

Montags von [beginning time] bis [ending time] Uhr

Dienstags von [beginning time] bis [ending time] Uhr

Mittwochs von [beginning time] bis [ending time] Uhr

Donnerstags von [beginning time] bis [ending time] Uhr

Freitags von [beginning time] bis [ending time] Uhr

Samstags von [beginning time] bis [ending time] Uhr

Sonntags von [beginning time] bis [ending time] Uhr

Bitte bestätigen Sie den Eingang meines Antrags

Mit freundlichen Grüßen

[your signature]

|  |  |
| --- | --- |

*Translation - for information purpose only*

*do not send to your employer*

Berlin, [Date]

**Request for reduction of working hours**

Dear [Name your point of contact at HR],

Dear Sir or Madam

I hereby apply for a reduction of my weekly working hours in accordance with § 8 TzBfG. From currently [current weekly working hours] I would like to reduce my working hours to [desired weekly working hours].

The working hours should be distributed as follows:

Mondays from [beginning time] to [ending time] o'clock.

Tuesdays from [beginning time] to [ending time] o'clock.

Wednesdays from [beginning time] to [ending time] o'clock.

Thursdays from [beginning time] to [ending time] o'clock.

Fridays from [beginning time] to [ending time] o'clock

Saturdays from [beginning time] to [ending time] o'clock

Sundays from [beginning time] to [ending time] o'clock.

Please confirm the receipt of my request