*Abs.: [votre nom]| [votre adresse]| [code postal] [commune]*

|  |  |  |
| --- | --- | --- |
| [Votre employeur]  [Adresse postale]  [Code postal] [Ville] |  |  |

Berlin, [Date]

**Antrag auf Brückenteilzeit**

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

sehr geehrte Damen und Herren,

hiermit beantrage ich gemäß § 9a TzBfG eine Verringerung meiner wöchentlichen Arbeitszeit. Von derzeit [current weekly working hours] möchte ich meine Arbeitszeit auf [desired weekly working hours verkürzen]. Die Verringerung der Arbeitszeit soll am [first day of reduced working hours] beginnen und am [last day of reduced working hours] enden.

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 temporary part-time employment**

Dear [Name your point of contact at HR],

Dear Sir or Madam

I hereby apply for a reduction in my weekly working hours in accordance with § 9a TzBfG. From the current [current weekly working hours], I would like to reduce my working hours to [desired weekly working hours]. The reduction of working hours shall begin on [first day of reduced working hours] and end on [last day of reduced working hours].

The working hours shall 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 acknowledge receipt of my request.