

Request letter for work-related adjustments

Subject: Pregnancy Confirmation and Request for Work Adjustment

Dear [HR/Manager Name],

I would like to inform you that my pregnancy has been confirmed by my doctor on [Date]. I request necessary adjustments to my work schedule or duties as per company policy and medical recommendations.

I have attached the official medical confirmation for your reference. I appreciate your understanding and support during this period.

Sincerely,

[Your Name]

[Department/Position]

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