

COMMS EMAIL TEMPLATE:

EMPLOYEE EMAIL TEMPLATE TO MANAGER OR HR DEPARTMENT

Dear [Manager's Name],

[insert date] marks the beginning of the holy month of Ramadan and will approximately last for 29–30 days finishing around [insert date], which is yet to be determined. Ramadan is a sacred month observed by Muslims worldwide, that entails spiritual reflection, increased acts of worship, and a religious obligation to fast from dawn to sunset.

As part of my observance, I will be fasting from dawn to sunset, and I would like to request the following adjustments to help me remain productive while balancing my religious obligations:

- [insert specific flexible adjustments].

Please let me know if you would like to discuss this further or have any questions regarding my request. I appreciate your consideration and look forward to hearing from you.

Many thanks,

[Insert your name]

