.........................................................................................................................................

*(name, surname, position)*

To: Director

State Scientific Research Institute

Nature Research Centre

# APPLICATION

For the change of standard working hours

...........................

*(date)*

Vilnius

I hereby apply for setting my standard working hours as .... hours per week (..... FTE) working from ................ (*a.m./ p.m.*) to ............... (*a.m./ p.m.*) Monday to Friday from ....................(*date*) to .............. (*date*).

..................... ...............................

*(signature) (name, surname)*

Approved:

Head of Division ....................................................