



How to talk to your employer about Ramadan and your requirements.

EMAIL LETTER TEMPLATE

As you may be aware, the Islamic holy month of Ramadan has now started for Muslims across the globe. Ramadan is the holiest month in the Islamic calendar, so I wanted to get in touch and update our team on how this month may affect my workday and discuss possible working arrangements to ensure I can work productively whilst fasting.

A summary of Ramadan:

- The first day of Ramadan will begin on Friday 28th February and end on Sunday 30th March.
- Muslims around the world will be fasting from dawn to dusk for 30 days, although there are some exceptions for those who are menstruating, pregnant, nursing, ill, or travelling, as well as for young children and the elderly.
- Ramadan is an important month in the Islamic calendar when most Muslims will place more emphasis on their faith.
- Although it can be challenging, Ramadan is a beloved time of year for most Muslims, this is a month of joy, spiritual fulfilment, generosity, and greater God-consciousness for Muslims.

My suggestions:

[Insert your ideal arrangement, i.e. an adjusted timeline of your work hours including a later start, no meetings first thing in the morning, a required prayer space, time that may need to be blocked out for prayers/reflection, requesting off the last ten days or Eid.]

If you would like to learn more about this holy month, I have attached a guide designed for employers and organisations on how to be more inclusive during Ramadan.

Please let me know if you have any questions.

Kind regards,

[Your Name]

