

Shift Change Adjustment Request

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Request for Shift Change Adjustment

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request a shift change adjustment to improve my work-life balance. After careful consideration, I believe that adjusting my current schedule from [Current Shift] to [Proposed Shift] would greatly benefit my personal commitments while still allowing me to meet the demands of my role.

Given the nature of my responsibilities, I am confident that this adjustment will not affect my productivity or performance. In fact, I believe that this change will enhance my focus and effectiveness at work.

I appreciate your consideration of this request and am more than willing to discuss this further at your convenience. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]