

Shift Change Confirmation

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Shift Change Confirmation for Approval

Dear [Manager's Name],

I am writing to confirm the shift change request submitted on [Insert Date of Request]. I would like to formally request approval for the following shift change:

- **Current Shift:** [Insert Current Shift Details]
- **Proposed Shift:** [Insert Proposed Shift Details]
- **Reason for Change:** [Insert Reason]

I believe this change will enhance productivity and better align with the team's needs. I kindly ask for your approval of this shift change at your earliest convenience.

Thank you for your attention to this matter. Please let me know if you need any further information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]