

Shift Change Request

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Request for Shift Change due to Health Considerations

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request a change in my shift schedule due to some health considerations that require me to adapt my working hours.

After consulting with my healthcare provider, it has become necessary for me to adjust my work hours to better accommodate my treatment and recovery process. Specifically, I would like to request a shift change from [Current Shift] to [Requested Shift].

I understand the importance of maintaining team schedules and assure you that I will do my utmost to ensure a smooth transition. I believe this adjustment will not only aid my health but also enable me to continue contributing effectively to our team.

Thank you for considering my request. I am happy to discuss this further at your convenience and provide any necessary documentation if required.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]