

# Shift Change Request Notification

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Request for Shift Change

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request a change in my scheduled shift for the week of [insert date range]. Due to [brief explanation of reason, e.g., personal obligation, family commitment], I would like to swap my scheduled shift on [insert original date and time] with [insert proposed new date and time].

I understand the importance of maintaining workflow and will ensure that all my responsibilities are managed accordingly. If it is inconvenient, I am open to discussing other possible arrangements.

Thank you very much for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]