

Request for Permanent Shift Change

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a permanent change in my work shift from [Current Shift] to [Desired Shift].

The reason for this request is [insert reason, e.g., personal circumstances, family commitments, health issues, etc.]. I believe that this change will enable me to perform my job more effectively and maintain a better work-life balance.

I understand the implications of this request and am willing to assist in any way to ensure a smooth transition, including training a replacement for my current shift if necessary.

I appreciate your consideration of my request and am hopeful for a positive response. Please let me know if we can discuss this matter further.

Thank you for your time and understanding.

Sincerely,
[Your Name]
[Your Job Title]