

Shift-Swapping Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Holiday Shift Swap Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to request a shift swap during the upcoming holiday season. I am scheduled to work on [Insert Date] and I would like to swap my shift with [Colleague's Name], who is available on that date.

The reason for my request is [briefly explain your reason, e.g., family commitments, personal matter, etc.]. I have confirmed with [Colleague's Name] that they are willing to swap shifts with me.

I appreciate your understanding and consideration of my request. Please let me know if you need any further information.

Thank you for your time!

Sincerely,
[Your Name]
[Your Job Title]
[Your Contact Information]