

# Request for Variation in Shift Timings

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a variation in my current shift timings due to [briefly explain the reason, e.g., personal circumstances, health issues, etc.].

Currently, I am scheduled to work from [Current Shift Timings], and I would like to request a shift to [Proposed Shift Timings]. I believe that this adjustment will enable me to perform my duties more effectively while accommodating my personal situation.

I greatly appreciate your consideration of my request and am open to discussing this further at your convenience. Thank you for your understanding.

Sincerely,

[Your Name]