

Work Schedule Change Request

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Request for Change in Work Schedule

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request a change to my current work schedule due to [briefly explain reason, e.g., personal commitments, health issues, etc.]. I believe that adjusting my hours would allow me to [explain how it will benefit your work or productivity].

Currently, my schedule is as follows:

- [Current Day/Time]
- [Current Day/Time]

I would like to propose the following adjustments:

- [Proposed Day/Time]
- [Proposed Day/Time]

I understand that this request may require some considerations and adjustments, and I am more than willing to discuss this matter further to find a suitable solution. Thank you for considering my request, and I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]