

Shift Swap Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Shift Swap

Dear [Manager's Name],

I hope this message finds you well. I am writing to request a shift swap for my upcoming schedule.

Currently, I am scheduled to work on [Original Date] from [Start Time] to [End Time]. Due to [brief reason for the swap], I would like to request a swap with [Colleague's Name], who is willing to cover my shift on that day.

I have confirmed that [Colleague's Name] can cover my shift, and I will take over their shift on [Swap Date] to maintain the flow of our work schedule.

Thank you for considering my request. I look forward to your approval.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]