

Shift Schedule Request

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Request for Shift Schedule Adjustment

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request a modification to my current shift schedule due to [briefly explain reason, e.g., personal commitments, health reasons, etc.].

Currently, I am scheduled to work from [current schedule, e.g., 9 AM to 5 PM, Monday to Friday]. I would greatly appreciate it if I could adjust my schedule to [desired schedule, e.g., 1 PM to 9 PM, Monday to Friday], starting from [proposed start date].

I believe this change will allow me to maintain my productivity and meet my personal obligations more effectively. I am willing to discuss this matter further and explore possible alternatives if necessary.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]