

Employee Shift Swap Agreement

Date: [Insert Date]

To: [Manager's Name]

From: [Employee 1's Name]

Subject: Shift Swap Agreement

Dear [Manager's Name],

I, [Employee 1's Name], am writing to formally request a shift swap with [Employee 2's Name] on [Date(s) of Shift]. I am scheduled to work on [Original Shift Details], and [Employee 2's Name] is scheduled to work on [Employee 2's Shift Details].

Both parties have agreed to the swap and understand their responsibilities for the respective shifts. We ensure that this change will not affect the workflow or operations.

We kindly ask for your approval of this agreement. Please let us know if you require any further information.

Thank you for considering our request.

Sincerely,

[Employee 1's Name]
[Employee 1's Position]
[Employee 1's Contact Information]

Agreed By:

[Employee 2's Name]
[Employee 2's Position]
[Employee 2's Contact Information]