

Subject: Notification of Changes in Family Responsibilities

Dear [Manager's Name],

I hope this message finds you well. I am writing to inform you of a recent change in my family responsibilities that may impact my work schedule.

Due to [brief explanation of the change, e.g., "a family member requiring additional care"], I will need to adjust my availability for shifts. I sincerely appreciate your understanding as I navigate this situation.

Going forward, I may require [mention specific adjustments, e.g., "modified hours or flexibility in my schedule"]. I am committed to maintaining my performance at work and will ensure that my responsibilities are covered during any changes.

Please let me know a suitable time for us to discuss this further. Thank you for your support and understanding.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]