

Shift Change Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Shift Change

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a change to my scheduled shift on [insert date] from [insert original shift time] to [insert desired shift time].

The reason for this request is [briefly explain reason, e.g., personal obligation, family commitment, etc.]. I have ensured that this change would not disrupt team operations, and I am willing to cover my responsibilities to ensure a smooth transition.

Thank you for considering my request. I appreciate your understanding and support. Please let me know if this change can be accommodated.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]