

Employee Shift Change Request Letter

To

Dear _____,

I hope this letter finds you well. I am writing this letter to request a change in my current shift schedule. As a _____-year employee of your company, I am scheduled to work _____. However, due to _____ and changes in my living conditions, I would like to request a change in my shift schedule to _____. I think this change will allow me to maintain the balance between my work life and private life and increase my productivity.

I am more than willing to collaborate and find a solution that works for both the team and the Company. I am open to discussing this matter further to ensure that the necessary adjustments are made to maintain the workflow and meet the required tasks and responsibilities. I am committed to ensuring a smooth transition and fulfilling my duties accordingly.

I appreciate your understanding and consideration regarding this request. Thank you for your time and attention to this matter.

Sincerely,

Name

Date

Signature



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