

# Casual Shift Change Request Email

Subject: Shift Swap Request

Hi [Manager's Name],

I hope you're doing well. I wanted to ask if it would be possible to switch my shift from [current shift] to [desired shift]. I have [reason, e.g., personal appointment, childcare, or another commitment] that makes it difficult for me to continue with my current schedule.

If it works, I'd be happy to trade with a colleague or cover an extra shift to make up for the change. Please let me know if this is doable.

Thanks a lot!

[Your Name]

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