

Employee to HR Shift Change Request Letter

Subject: Request for Change in Shift

Dear HR Department,

I am writing to request a shift change from [current shift] to [desired shift]. This request is due to [state reason clearly, such as health concerns, childcare needs, or further education]. I believe this change will help me balance my personal responsibilities while continuing to perform effectively at work.

Please let me know if there are any forms or procedures I need to complete as part of this process. I am committed to ensuring a smooth transition without disrupting the team's schedule.

Thank you for considering my request.

Sincerely,

[Your Name]

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