

Shift Change Request Letter for Family Reasons

Subject: Request for Shift Adjustment

Dear [Manager's Name],

I am writing to request a change in my current shift schedule due to family obligations. I currently work [current shift], and I would like to switch to [desired shift] so that I can manage [reason such as childcare, elder care, or family activities] more effectively.

I will ensure that this change does not affect my work performance and am willing to make adjustments to accommodate the team's needs. I value my role and am committed to continuing to deliver my best work.

I appreciate your time and consideration.

Sincerely,

[Your Name]

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