

## Quick Shift Swap Request Email to Colleague

Subject: Quick Shift Swap?

Hey [Colleague's Name],

Would you be open to swapping your [day/time] shift with mine on [day/time]? Something came up, and I really need the day free. I'd be happy to cover one of your shifts in the future to return the favor.

Let me know if this works for you. Thanks a bunch!

Cheers,

[Your Name]

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