

[Your Full Name]
[Your Employee ID Number]
[Your Current Department]
[Date]

[Manager's Name]
[Manager's Title]
[Company Name]

Subject: Request for Permanent Shift Change

Dear [Manager's Name],

I am writing to formally request a permanent transfer from my current shift to a different schedule. Currently, I am working the [Current Shift Name/Hours, e.g., Day Shift, 8:00 AM - 4:00 PM]. I would like to request a permanent transfer to the [Requested Shift Name/Hours, e.g., Night Shift, 10:00 PM - 6:00 AM].

I am requesting this change due to [State Reason: e.g., personal circumstances, educational commitments, or child care arrangements]. I believe that moving to this new schedule will allow me to maintain a better work-life balance while continuing to perform my duties to the highest standard.

I am happy to discuss a transition plan that ensures my current responsibilities are covered. I am hoping to begin the new shift on [Requested Start Date].

Thank you for considering my request. I look forward to discussing this with you further.

Sincerely,

[Your Signature (if printed)]

[Your Printed Name]