

[Your Name]  
[Your Job Title]  
[Employee ID Number]  
[Date]

To: [Manager's Name]  
[Department Name]

Subject: Request for Shift Transfer Due to Personal Hardship

Dear [Manager's Name],

I am writing to formally request a transfer from my current shift, [Current Shift Hours/Days], to the [Requested Shift Hours/Days]. I am making this request due to a significant personal hardship that makes it difficult for me to continue working my current schedule.

Specifically, I am experiencing [briefly mention reason, e.g., medical issues, family caregiving responsibilities, or childcare emergencies]. This situation requires my presence during the hours I am currently scheduled to work, and shifting my hours would allow me to maintain my productivity while managing these personal obligations.

I am fully committed to my role at [Company Name] and wish to ensure there is no disruption to my performance or the team's goals. I believe the [Requested Shift] will allow me to perform my duties effectively while resolving my current conflict.

I am available to discuss this request further and provide any necessary documentation to support my case. Thank you for your time and for considering my situation.

Sincerely,

[Your Signature]  
[Your Printed Name]