

To: [Manager's Name]
From: [Your Name]
Date: [Current Date]

Subject: Request for Mutual Shift Swap

Dear [Manager's Name],

I am writing to formally request a mutual shift swap with [Colleague's Name]. We have both agreed to this change and ensure that all duties will be covered during these times.

The proposed swap details are as follows:

- **My Original Shift:** [Date], [Start Time] to [End Time]
- **Colleague's Original Shift:** [Date], [Start Time] to [End Time]

Under this agreement, [Colleague's Name] will work my shift on [Date], and I will work their shift on [Date].

The reason for this request is [Brief Reason, e.g., personal appointment/family commitment]. We have confirmed that this swap does not result in overtime or a violation of rest period policies.

We kindly ask for your approval of this change. Please let us know if any further documentation is required.

Sincerely,

[Your Signature]
[Your Printed Name]

Agreement by Colleague:

[Colleague's Signature]
[Colleague's Printed Name]