

[Your Name]
[Your Employee ID]
[Current Position]

[Date]

[Manager's Name]
[Department Name]
[Company Name]

Subject: Request for Transfer from Night Shift to Day Shift

Dear [Manager's Name],

I am writing to formally request a transfer from my current night shift schedule to a day shift position within the [Department Name] department. I have been working the night shift since [Start Date] and have greatly valued my time with the team.

The reason for this request is [mention reason: e.g., personal circumstances / health reasons / family commitments]. I believe that moving to a day shift will allow me to maintain a better work-life balance while continuing to contribute effectively to the company.

I am fully committed to ensuring a smooth transition and am happy to discuss how my current responsibilities can be handed over or how I can adapt my skills to the daytime operations. I am also open to discussing any specific day shift vacancies that may be available.

Thank you for considering my request. I look forward to discussing this further with you at your earliest convenience.

Sincerely,

[Your Signature]
[Your Printed Name]