

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

[Date]

[Manager's Name]
[Department Name]

Subject: Request for Transfer to Night Shift

Dear [Manager's Name],

I am writing to formally request a transfer from my current day shift position to a night shift position within the [Department Name] department. I would like this change to be effective as of [Date].

I am making this request because [Briefly state reason, e.g., personal circumstances / educational commitments / preference for night hours]. I am confident that I can maintain the same high level of productivity and quality of work during the night shift as I have during the day.

I am happy to discuss how this transition will affect my current responsibilities and to assist in training a replacement for my day shift slot if necessary. I am committed to making this change as smooth as possible for the team.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Signature]
[Your Printed Name]