

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Supervisor's Name or HR Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Religious Accommodation Request - Sabbath Observance

Dear [Name of Supervisor or HR Representative],

I am writing to formally request a religious accommodation regarding my work schedule. I am a practicing member of [Name of Religion/Faith], and as part of my sincerely held religious beliefs, I am required to observe the Sabbath.

To adhere to my religious obligations, I must refrain from work during the following period:
[Specify time, e.g., from sunset on Friday until sunset on Saturday].

I am requesting that my work schedule be adjusted to ensure that I am not required to work during these hours. I am committed to fulfilling my job responsibilities and am open to discussing alternative arrangements to ensure my duties are covered, such as:

- Adjusting my start or end times on other workdays.
- Working on Sundays or other holidays in exchange for Sabbath hours.
- Swapping shifts with willing colleagues.
- [Insert any other specific suggestion here].

I would appreciate the opportunity to discuss this request with you further to find a solution that accommodates my religious practices while meeting the operational needs of the company. Please let me know a convenient time for us to meet.

Thank you for your time and for considering my request.

Sincerely,

[Your Signature]

[Your Printed Name]