

[Your Name]  
[Your Job Title]  
[Date]

To: [Supervisor Name/Human Resources Department]  
[Company Name]

Subject: Religious Observance Shift Swap Request

Dear [Name of Supervisor or HR Representative],

I am writing to formally request a religious accommodation regarding my work schedule. My sincerely held religious beliefs require me to observe [Name of Religious Holiday/Sabbath] which takes place on [Date and Time].

Currently, I am scheduled to work during this time. I would like to request a shift swap to ensure I can fulfill my religious obligations while meeting my professional responsibilities. I have already spoken with [Co-worker's Name], who has agreed to cover my shift on [Date] in exchange for me working their shift on [Date].

If this swap is not feasible, I am open to discussing other alternatives, such as using paid time off (PTO) or working additional hours on different days to make up for the absence.

I am committed to my role at [Company Name] and appreciate your help in finding a solution that respects my religious practices. Please let me know if there is any specific documentation or additional information you require to process this request.

Thank you for your time and consideration.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Employee ID Number]