

Subject: Request for Shift Swap - Religious Accommodation - [Your Name]

Dear [Manager's Name],

I am writing to formally request a shift swap as a religious accommodation. My sincerely held religious beliefs require me to observe [Name of Religious Holiday or Sabbath], which occurs on [Date/Time].

I am scheduled to work the following shift: **[Date and Time of Original Shift]**.

I am requesting to swap this shift with **[Name of Coworker]**, who has agreed to cover my scheduled time. In exchange, I will work their shift on **[Date and Time of Coworker's Shift]**.

I am committed to ensuring that my responsibilities are covered and that there is no disruption to the team's operations. Please let me know if any further documentation or steps are required to finalize this change.

Thank you for your time and for considering this request.

Sincerely,

[Your Name]
[Your Employee ID]
[Your Phone Number]