

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

[Date]

[Manager's Name]  
[Title]  
[Company Name]  
[Company Address]

Subject: Request for Religious Accommodation - Sabbath Observance

Dear [Manager's Name],

I am writing to formally request a religious accommodation regarding my work schedule. As a practicing [Your Religion/Faith], I observe the Sabbath.

According to my religious beliefs, I am prohibited from working during the Sabbath hours, which occur weekly from [Start Day/Time, e.g., sunset on Friday] until [End Day/Time, e.g., sunset on Saturday].

To accommodate this religious practice, I am requesting that my schedule be adjusted so that I am not assigned shifts during these times. I am committed to fulfilling my full-time responsibilities and am happy to discuss alternative arrangements to ensure my hours are completed, such as:

- Working additional hours Sunday through Thursday.
- Adjusting my Friday morning start time.
- Trading shifts with qualified colleagues.

I am willing to work with you to find a solution that meets both my religious obligations and the operational needs of the team. Please let me know what next steps are required to finalize this accommodation.

Thank you for your time and for respecting my religious practices.

Sincerely,

[Your Signature]

[Your Printed Name]