

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

To: [Supervisor or Manager Name]  
[Company Name]

Subject: Religious Observance Alternative Shift Request

Dear [Manager Name],

I am writing to formally request a temporary adjustment to my work schedule to accommodate my religious observance of [Name of Holiday/Religious Event], which takes place from [Start Date] to [End Date].

Due to the requirements of my faith, I am unable to work my regularly scheduled shift on [Date(s)]. To ensure my responsibilities are covered and that I maintain my required weekly hours, I would like to propose the following alternative shifts:

- [Proposed Date/Time 1]
- [Proposed Date/Time 2]
- [Proposed Date/Time 3]

I am committed to fulfilling all my duties and will ensure that any pending tasks are completed before this change or during my alternative hours. I am also happy to discuss other scheduling options that may better suit the team's needs.

Thank you for considering my request and for supporting my religious practices.

Sincerely,

[Your Signature]  
[Your Printed Name]