

[Your Name]
[Your Employee ID]
[Your Current Department]

[Date]

[Manager's Name]
[Company Name]

Subject: Request for Voluntary Shift Change

Dear [Manager's Name],

I am writing to formally request a voluntary transfer from my current shift to a different shift schedule. Currently, I am working on the [Current Shift Name/Hours], and I would like to request a move to the [Requested Shift Name/Hours].

I am seeking this change because [Reason for change, e.g., personal commitments, educational pursuits, or better alignment with family schedule]. I believe this transition will allow me to maintain a better work-life balance while continuing to perform my duties effectively.

I am happy to discuss a timeline for this transition and assist in training a replacement for my current slot if necessary. I am flexible regarding the start date of this new shift, provided it meets the operational needs of the team.

Thank you for considering my request. I look forward to discussing this further with you.

Sincerely,

[Your Signature]
[Your Printed Name]