

Shift Change Request Letter

[Your Name]

[Your Address]

[Letter Date]

[Employer's Name]

[Employer's Address]

I humbly ask for a change to my shift schedule from [current schedule] currently working 4am-8pm, Monday – Friday. My twins will be starting school at an incompatible time with the current workday which makes it difficult on me as well because I need more hours home in order dress them and take them offsite before dropping off their homework assignments by 5:30 each night (or earlier).

In addition, there's also carpooling whenever possible so that can help reduce gas prices but all these things together still don't allow enough free mornings/evenings relative where you live alone raising children without any other adults around who may assist sometimes such as grandparents, aunts/uncles, etc.

I would greatly appreciate your time and understanding in this matter as I feel it is of the utmost importance to my children's health and well-being. I would like to propose the following shift change to alleviate these childcare difficulties: working 2pm – 10pm, Monday through Friday. This would allow me to be more hands-on with my children in the mornings and evenings, as well as being able to save on childcare costs by being home with them more often.

Thank you very much for your time,

Sincerely,

[Your name]