

(NOTE: Please copy and paste the written content of this sample template when composing an email.)

TO: Staff Services Partner's (SSP) email address

SUBJECT: Request for Temporary Change of Shift (Your Name, Client's Company Name)

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Good day, Glenn!

I am writing to request to change my shift due to the client's approval of a temporary change of shift.
Kindly refer to the table below for the necessary details:

FULL NAME (your name):	
ROLE (your role):	
CLIENT'S COMPANY NAME (company name):	
CLIENT'S COUNTRY AND CITY (e.g. Australia/Sydney):	
CURRENT SCHEDULED SHIFT (Manila Time): (e.g. 10:00 AM to 7:00 PM, Manila Time, Monday to Friday)	
CURRENT SCHEDULED SHIFT (Client's Time): (e.g. 9:00 AM to 6:00 PM, Client's Time, Monday to Friday, see www.worldtimebuddy.com for timezone)	
NEW SCHEDULED SHIFT (Manila Time): (e.g. 9:00 AM to 6:00 PM, Manila Time, Monday to Friday)	
NEW SCHEDULED SHIFT (Client's Time): (e.g. 9:00 AM to 6:00 PM, Client's Time, Monday to Friday, see www.worldtimebuddy.com for timezone)	
BREAK DURATION: (e.g. 60 mins.Unpaid Break, normally for full-time roles)	
DATE OF EFFECTIVITY: (e.g. Date April 1, 2024, indicate a date range if applicable example April 1-5, 2024 only)	
REMARKS: (Provide a brief explanation of the reason for the change of shift)	

I have attached the **screenshot of the client's approval**.

Thank you very much.

Sincerely,

<Your BruntWork Gmail Signature>