

Subject: Night Shift Leave Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a leave of absence from my night shift scheduled on [specific date(s)] due to [brief reason for leave, e.g., personal reasons, medical issue, family commitment].

I understand the importance of my role during the night shift and will ensure that all my responsibilities are up to date prior to my leave. I am happy to assist in arranging coverage for my shift and will coordinate with [Colleague's Name] to ensure a smooth transition.

Thank you for considering my request. I appreciate your understanding, and I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Employee ID, if applicable]