

****Subject:**** Night Shift Leave Notification

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally notify you that I will be unable to attend my night shift scheduled for [date] due to [reason, e.g., personal reasons, illness, etc.].

I apologize for any inconvenience this may cause and will ensure that all my responsibilities are managed prior to my absence. If possible, I would appreciate any assistance in arranging coverage for my shift.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]