

Employee Inquiry Form: Shift Schedule Change Request

This **employee inquiry form** sample simplifies communication regarding shift schedule changes, ensuring clear and efficient handling of requests. It helps organizations manage staffing adjustments while maintaining transparency and employee satisfaction. Using this form streamlines the process, reducing scheduling conflicts and misunderstandings.

Employee Information

Full Name:

Employee ID:

Department:

Current Shift Details

Current Shift:

e.g., Morning, 9am - 5pm

Date(s) of Current Shift:

Requested Change

Requested New Shift:

e.g., Evening, 1pm - 9pm

Requested Shift Date(s):

Reason for Change:

Please briefly explain your reason

Additional Information or Comments:

Submit Request