

# Shift Swap Denial Explanation Letter

Date:

To:

Employee Name:

Position:

Dear ,

We have reviewed your recent request to swap your scheduled shift on with . After careful consideration, we regret to inform you that your shift swap request has been denied.

Reason for Denial:

If you have any questions or would like to discuss this further, please feel free to contact .

Sincerely,

Manager Name:

Store/Department: