

# Letter requesting permanent shift each week Workbook

## Letter requesting permanent shift each week

In many workplaces, employees often seek to establish a consistent schedule that aligns with their personal commitments, productivity preferences, or logistical needs. One common request is to obtain a permanent shift each week, allowing for stability and predictability in work routines. Crafting an effective letter requesting this change is essential to communicate your needs clearly and professionally to your employer or supervisor. This article provides a comprehensive guide to writing a well-structured letter requesting a permanent weekly shift, including sample templates, tips for effective communication, and important considerations to ensure your request is taken seriously.

## Understanding the Importance of a Well-Written Shift Request Letter

A formal letter requesting a permanent shift plays a crucial role in:

- Communicating your needs clearly: It helps articulate your reasons for the request in a professional manner.
- Demonstrating your commitment: A well-crafted letter reflects your dedication to your role and the organization.
- Facilitating a smooth approval process: Clear communication can streamline the decision-making process and foster positive employer-employee relations.

## Key Components of a Letter Requesting a Permanent Shift Each Week

To ensure your letter is effective, include the following essential elements:

### 1. Proper Salutation and Addressing

- Address the letter to your immediate supervisor, manager, or HR representative.
- Use formal greetings such as "Dear Mr./Ms. [Last Name],".

### 2. Clear Introduction and Purpose

- State the purpose of your letter in the opening paragraph.
- Mention explicitly that you are requesting a permanent shift each week.

### 3. Reason for the Request

- Provide valid reasons for your request, which could include:
  - Personal commitments or family responsibilities
  - Transportation convenience
  - Consistency for better work-life balance
  - Health considerations

### 4. Proposed Shift Details

- Specify the shift you are requesting (e.g., Monday to Friday, 9 am - 5 pm).
- Mention if you're flexible or have specific preferences.

### 5. Benefits to the Organization

- Highlight how your request can benefit the organization, such as improved productivity, reliability, or morale.

### 6. Willingness to Discuss and Flexibility

- Express openness to discuss the request further.
- Show flexibility if possible.

### 7. Polite Closing and Signature

- End with a courteous closing statement.
- Sign your name and include contact information.

## Sample Letter Requesting a Permanent Weekly Shift

Below is a sample template to guide you in drafting your own letter:

``plaintext

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Mr./Ms.] [Last Name],

Subject: Request for a Permanent Shift Each Week

I hope this message finds you well. I am writing to formally request a change in my current work schedule to establish a permanent shift each week. I believe that having a consistent schedule would significantly enhance my productivity and work-life balance.

Over the past few months, I have faced challenges coordinating my personal commitments with my current irregular shift timings. Specifically, [briefly mention your reason, e.g., family responsibilities, transportation issues, health reasons]. I am confident that a fixed weekly shift would allow me to perform my duties more effectively and contribute positively to the team.

I kindly request the following shift to be considered:

- Preferred Days: [e.g., Monday to Friday]

- Time Slot: [e.g., 9:00 am ? 5:00 pm]

I am open to discussing alternative arrangements if needed and am willing to cooperate to ensure minimal disruption to the team's operations.

I believe that this adjustment will not only benefit my personal circumstances but also enable me to deliver consistent and improved performance at work. I am committed to maintaining my responsibilities and ensuring a smooth workflow.

Thank you very much for considering my request. I am available at your convenience to discuss this further. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Job Title]

[Contact Information]

...

## Tips for Writing an Effective Shift Request Letter

To maximize the chances of your request being approved, keep these tips in mind:

- **Be professional and polite:** Maintain a respectful tone throughout the letter.
- **Provide valid reasons:** Clearly explain why the permanent shift benefits both you and the organization.
- **Be specific:** Clearly state the preferred days and times.
- **Show flexibility:** Indicate willingness to discuss or modify the request if necessary.
- **Keep it concise:** Be clear and to the point without unnecessary details.
- **Follow organizational protocols:** Use the proper format and submit through official channels if required.

## Additional Considerations When Requesting a Permanent Weekly Shift

Before submitting your letter, consider the following:

## 1. Company Policies and Procedures

- Review your organization's policies regarding shift changes.
- Understand the formal process for submitting such requests.

## 2. Timing of the Request

- Submit your request well in advance to allow sufficient time for consideration.
- Avoid requesting changes during busy periods or urgent projects unless necessary.

## 3. Preparing for a Follow-up Discussion

- Be ready to discuss your reasons in person or over the phone.
- Have alternative options prepared in case your initial request is declined.

## 4. Document Your Rationale

- Keep records of any supporting documentation, such as medical certificates or transportation arrangements, if relevant.

## 5. Be Patient and Professional

- Understand that approval may take time.
- Respect the decision, whether it's granted or denied, and seek feedback if needed.

## Conclusion

Requesting a permanent shift each week through a well-crafted letter can significantly improve your work stability and personal well-being. By clearly communicating your needs, providing valid reasons, and maintaining professionalism, you increase the likelihood of a favorable response from your employer. Remember to tailor your letter to your specific circumstances and organizational policies, and approach the request with flexibility and understanding.

A thoughtfully written shift request not only demonstrates your commitment but also fosters a positive dialogue with management, paving the way for a mutually beneficial arrangement. Whether you are seeking a specific schedule for personal reasons or aiming to optimize your work

performance, following these guidelines will help you craft an effective and compelling request.

Keywords for SEO optimization: letter requesting permanent shift each week, permanent shift request letter, work schedule change letter, shift change request template, how to request a fixed weekly shift, professional shift change letter, employee shift request, formal letter for shift adjustment.

## Letter requesting permanent shift each week

In today's dynamic work environment, employees increasingly seek stability and predictability in their schedules. One common request is for a letter requesting permanent shift each week, which allows employees to formalize their desire for consistent working hours. Such a letter not only communicates professionalism but also ensures clarity between the employee and employer regarding work expectations. This article provides a comprehensive guide on how to craft an effective request letter, explores the key considerations involved, and discusses the potential benefits and drawbacks of securing a permanent weekly shift.

## Understanding the Need for a Permanent Weekly Shift

Before drafting a letter, it's essential to understand why an employee might prefer a permanent shift arrangement. Reasons can include personal commitments, childcare responsibilities, health considerations, or simply a preference for routine.

### Reasons for Requesting a Permanent Shift

- Consistency in Personal Life: Helps in planning family activities, appointments, or personal routines.
- Work-Life Balance: Reduces stress associated with shift changes and unpredictability.
- Enhanced Productivity: Familiarity with a fixed schedule can improve focus and efficiency.
- Better Health Management: Allows for regular sleep patterns and health routines.
- Career Development: Demonstrates commitment to the company and willingness to work consistently.

### Employer Benefits of Offering Permanent Shifts

- Improved employee satisfaction and retention.
- Reduced absenteeism and shift swapping.
- Easier planning and staffing management.
- Enhanced team stability and morale.

## Key Elements of a Request Letter for Permanent Shift

A well-structured letter communicates your intentions clearly and professionally. Below are the essential components to include:

- Proper Salutation

Begin with a respectful greeting, addressing the appropriate manager or HR representative.

- Introduction and Purpose

State who you are and explicitly mention the purpose of the letter?requesting a permanent shift.

- Justification for the Request

Provide reasons for your request, emphasizing how it benefits both you and the organization.

- Specific Shift Details

Mention the specific days and hours you prefer for your permanent shift.

- Flexibility and Willingness to Discuss

Express openness to discussion or compromise, showing flexibility if needed.

- Closing and Appreciation

End with a polite closing, thanking the recipient for considering your request.

## Sample Structure of a Letter Requesting a Permanent Shift

[Your Name]

[Your Position]

[Department]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

Dear [Recipient's Name],

I am writing to formally request a permanent shift schedule each week, specifically [state preferred days and times], starting from [desired start date].

Over the past [duration], I have greatly appreciated the opportunity to contribute to the team and am committed to maintaining high standards of performance. To better align my personal commitments with my professional responsibilities, I believe that a fixed weekly shift would be mutually beneficial.

Having a consistent schedule would allow me to plan my personal life more effectively, ensuring I can dedicate myself fully during working hours and maintain a healthy work-life balance. I am confident that this arrangement would also enhance my productivity and reliability.

I am open to discussing this request further and accommodating any operational needs that may arise. Thank you very much for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

## Considerations When Requesting a Permanent Shift

While requesting a permanent shift can be advantageous, there are several factors to consider to ensure your request is reasonable and aligns with organizational needs.

### Assessing Organizational Needs

- Determine if the company has policies or practices regarding shift changes.
- Understand staffing patterns and peak operational hours.
- Recognize if certain shifts are more in demand or critical.

## Communicating with Managers

- Schedule a meeting to discuss your request in person or virtually.
- Present your reasons clearly and professionally.
- Be prepared to provide solutions or alternatives if your preferred shift is not immediately available.

## Flexibility and Compromise

- Be open to alternative shifts if your first choice isn't feasible.
- Consider offering to switch shifts temporarily or periodically to accommodate team requirements.

## Timing of the Request

- Avoid requesting during busy periods or company crises.
- Choose a moment when staffing changes are being considered or at performance review times.

## Advantages of Securing a Permanent Weekly Shift

Having a fixed shift can offer numerous benefits:

- Predictability: You can plan ahead for personal and family commitments.
- Stability: Reduces the stress of shift swapping or last-minute schedule changes.
- Performance: Consistent routines often lead to higher efficiency.
- Job Satisfaction: Feeling valued and recognized can boost morale.
- Better Work-Life Balance: Allows for routine scheduling of personal activities.

## Potential Challenges and Drawbacks

Despite the benefits, there are some drawbacks or challenges associated with permanent shift arrangements:

- Limited Flexibility: Fixed schedules might restrict opportunities to explore different shifts or roles.
- Operational Constraints: Not all organizations can accommodate fixed shifts due to staffing needs.

- Team Dynamics: If other team members prefer flexible scheduling, it might impact team cohesion.
- Changes in Business Needs: Organizational requirements may necessitate shift adjustments, which could affect stability.
- Over-reliance: Relying on a fixed schedule might limit opportunities for variety or skill development.

## Conclusion: Balancing Personal Preferences with Organizational Needs

Requesting a permanent shift each week is a strategic move for employees seeking stability and routine in their professional lives. Crafting a professional and respectful request letter is the first step toward achieving this goal. It's essential to weigh personal benefits against organizational requirements and to communicate openly with management.

Employers, on their part, should consider employee requests thoughtfully, balancing operational efficiency with staff well-being. When both parties approach the request with flexibility and understanding, it paves the way for a harmonious work environment that values employee satisfaction and organizational productivity.

In summary, a well-constructed request letter can serve as a catalyst for positive change, fostering a work schedule that aligns with both personal needs and organizational goals. Whether you are an employee seeking stability or an employer aiming to improve workforce engagement, understanding the nuances of requesting and implementing a permanent weekly shift is vital for mutual success.

**Question** How should I format a letter requesting a permanent weekly shift change? Begin with a formal salutation, clearly state your request for a permanent weekly shift change, provide reasons if applicable, and conclude with a polite closing. Include your contact information and employee details for clarity. **Answer** What are key points to include in a letter requesting a permanent shift change? Key points include the specific shift you are requesting, reasons for the change, how it benefits your productivity or work-life balance, and a polite request for consideration from your supervisor. Can I request a specific day for my permanent weekly shift in the letter? Yes, specify your preferred day(s) in the letter, but also express flexibility if possible, and explain your reasons for choosing those days to help your employer understand your request. Is it necessary to provide a reason when requesting a permanent shift change? While not always mandatory, providing a reason helps your employer understand your needs and increases the likelihood of approval. Common reasons include family commitments, health issues, or educational pursuits. Should I follow up after submitting a letter requesting a permanent shift change? Yes, it's advisable to follow up if you haven't received a response within a reasonable timeframe. A polite email or in-person request can help clarify your request and demonstrate your commitment. Are there any templates available for writing a shift change request letter? Yes, numerous templates are available online that you can

customize according to your specific situation. Ensure the template is professional, clear, and polite to increase your chances of approval.

**Related keywords:** shift change request, weekly shift schedule, permanent shift assignment, work schedule modification, employee shift request, recurring shift plan, shift preference letter, weekly work timetable, shift adjustment letter, permanent work schedule

## HAVE A GOOD WEEK TILL NEXT WEEK

**Have a good week till next week.** As we approach the end of the current week and look forward to the next, it's essential to set positive intentions and productive goals to make the most of the upcoming days. Whether you're working, studying, or simply aiming for personal growth, maintaining a positive outlook and strategic planning can help you transition smoothly from one week to the next. In this comprehensive guide, we will explore effective ways to have a good week till next week, including tips for productivity, stress management, goal setting, and maintaining motivation. Let's dive into the best practices to ensure your upcoming week is successful, fulfilling, and balanced.

## Understanding the Importance of Planning for a Good Week

Planning is the cornerstone of a productive and satisfying week. When you take time to organize your tasks, set priorities, and prepare mentally, you increase your chances of achieving your goals and reducing stress.

### Why Planning Ahead Matters

- Enhances Productivity: Clear plans help you focus on what's important.
- Reduces Stress: Knowing what to expect minimizes anxiety.
- Boosts Motivation: Progress tracking provides a sense of accomplishment.
- Ensures Balance: Allocating time for work, rest, and leisure maintains overall well-being.

### How to Plan Effectively for the Coming Week

- Review your current week's achievements and challenges.
- Set specific, measurable goals for the next week.
- Prioritize tasks based on urgency and importance.
- Allocate time blocks for work, self-care, and leisure.

- Prepare materials, documents, or resources needed in advance.
- Use planning tools such as calendars, to-do lists, or productivity apps.

## Setting Clear Goals for a Successful Week

Goal setting is vital to having a productive week. Clear objectives give you direction and purpose, helping you stay focused and motivated.

### SMART Goals: A Framework for Success

To ensure your goals are effective, use the SMART criteria:

- Specific: Clearly define what you want to accomplish.
- Measurable: Establish criteria to track progress.
- Achievable: Set realistic goals within your capacity.
- Relevant: Align goals with your broader objectives.
- Time-bound: Set deadlines to create urgency.

### Example Goals for the Upcoming Week

- Complete three chapters of your online course by Friday.
- Exercise at least 30 minutes, four times this week.
- Organize your workspace by Wednesday.
- Reach out to two new contacts or clients.
- Dedicate 15 minutes daily to mindfulness or meditation.

## Maintaining Motivation Throughout the Week

Staying motivated can be challenging, especially if setbacks occur or if the week feels overwhelming. Here are strategies to keep your spirits high.

### Tips to Boost and Sustain Motivation

- Visualize Success: Picture yourself achieving your goals.
- Break Tasks into Smaller Steps: Smaller milestones are less daunting.
- Reward Yourself: Celebrate small victories.
- Stay Positive: Practice gratitude and positive affirmations.
- Connect with Supportive People: Share your goals with friends or colleagues.

- Track Progress: Use journals or apps to see how far you've come.

## Effective Time Management Strategies

Time management is critical to make the most of your week. Implementing proven techniques can boost productivity and ensure you have time for personal activities.

### Popular Time Management Techniques

- Pomodoro Technique: Work for 25 minutes, then take a 5-minute break.
- Time Blocking: Allocate specific blocks of time to different tasks.
- Eisenhower Matrix: Prioritize tasks based on urgency and importance.
- To-Do Lists: Keep daily lists to stay organized.
- Limit Distractions: Turn off notifications and create a dedicated workspace.

## Stress Management Tips for a Smooth Week

Stress can derail your plans and affect your health. Managing stress effectively ensures you stay focused and healthy.

### Stress Reduction Techniques

- Practice deep breathing exercises.
- Engage in regular physical activity.
- Maintain a healthy diet.
- Ensure adequate sleep each night.
- Allocate time for hobbies and relaxation.
- Set realistic expectations and avoid overcommitting.

## Maintaining Work-Life Balance

Balancing work and personal life is fundamental to having a good week. Overworking can lead to burnout, whereas neglecting responsibilities can cause stress.

### Strategies for Achieving Balance

- Set boundaries for work hours.
- Dedicate time to family and friends.

- Schedule regular breaks during work.
- Use weekends for rest and personal interests.
- Practice mindfulness to stay present.

## Preparing for Next Week: Ending Your Current Week on a High Note

As your current week concludes, consider these steps to transition smoothly into the next.

### Wrap-Up Activities

- Review accomplishments and pending tasks.
- Update your to-do list for the upcoming week.
- Clean and organize your workspace.
- Reflect on lessons learned.
- Practice gratitude for what you've achieved.

### Setting the Stage for a Good Next Week

- Set specific goals for the upcoming week.
- Plan your schedule in advance.
- Identify potential challenges and solutions.
- Rest adequately to start fresh.

## Additional Tips for a Positive and Productive Week

- Maintain a positive mindset throughout the week.
- Stay flexible and adaptable to unforeseen changes.
- Keep a journal to track progress and feelings.
- Limit social media and screen time to increase focus.
- Engage in activities that inspire and energize you.

## Conclusion: Make Every Week Count

Having a good week till next week is achievable with mindful planning, goal setting, and self-care. By implementing effective strategies such as clear goal setting, time management, stress reduction, and maintaining work-life balance, you can ensure that each week is productive, fulfilling, and aligned with your personal and professional aspirations. Remember, the way you end one week sets the tone for the next. Embrace each day with purpose, positivity, and preparation, and you'll find

yourself progressing steadily toward your goals while maintaining your well-being. Here's to a successful upcoming week?make it your best one yet!

Have a good week till next week: An Investigative Review of a Common Phrase's Cultural, Psychological, and Practical Significance

## Introduction

In our busy, interconnected world, phrases like "Have a good week till next week" have become common expressions of politeness, encouragement, or well-wishing. While seemingly simple, these words encapsulate a complex web of social norms, psychological effects, and cultural nuances. This article aims to explore the origins, usage, and implications of this phrase, analyzing its role across various contexts and what it reveals about human communication and social behavior.

## The Origins and Evolution of the Phrase

### Historical Roots of Well-Wishing Expressions

The tradition of extending well-wishes to others throughout time has been embedded in human cultures for centuries. Phrases like "Have a good day," "Safe travels," or "Best wishes" serve as social lubricants, fostering connection and goodwill. The specific phrase "Have a good week till next week" appears to have emerged as a pragmatic variant, often used in workplace environments, casual conversations, or social media interactions.

While there is no definitive historical record pinpointing its inception, linguistic analyses suggest that such expressions evolved as a way to bridge the time gap between meetings or interactions, emphasizing a hope for ongoing well-being until the next encounter. It operates as a temporal marker, setting expectations for the period ahead.

### Modern Usage and Variations

In contemporary language, the phrase often appears in emails, text messages, or spoken exchanges, especially on Fridays or at the end of a workweek. Variations include:

- "Have a great week till next week!"
- "Enjoy your week until we meet again."
- "Wishing you a productive week ahead."

These variations reflect cultural preferences, regional differences, and individual styles of communication.

## Cultural Significance and Contextual Usage

### Workplace and Professional Settings

In organizational environments, such phrases serve multiple purposes:

- Politeness and Rapport Building: They foster a positive atmosphere, signaling care and camaraderie.
- Setting Expectations: They subtly communicate that contact may pause until the next scheduled interaction.
- Maintaining Morale: Especially during challenging times (e.g., during busy project phases or crises), such well-wishes can boost morale.

However, their usage can vary across cultures:

- Western cultures tend to favor casual, friendly expressions.
- Asian cultures may prefer more formal or indirect language to convey similar sentiments.
- Middle Eastern and African contexts might incorporate religious or spiritual elements into well-wishing phrases.

### Personal and Social Contexts

In personal relationships, the phrase can be a gentle reminder of ongoing connection, a way to express hope for the recipient's well-being over the upcoming days. It can also serve as a social cue, indicating the end of an interaction while expressing goodwill.

### Psychological Dimensions

#### Impact on Well-Being

Research indicates that expressions of kindness and positive social exchanges can enhance psychological well-being. When someone says "Have a good week till next week," it:

- Reinforces social bonds
- Provides emotional support
- Contributes to feelings of being cared for or valued

Conversely, if such phrases are perceived as insincere or routine, they may have minimal or even

negative effects, highlighting the importance of authenticity in communication.

### The "Expectation Effect"

The phrase subtly sets an expectation for positivity and productivity during the upcoming week. This can influence the recipient's mindset, encouraging them to approach their week with optimism, potentially leading to better mood and performance.

### Practical Implications and Effectiveness

#### Does Saying "Have a good week till next week" Influence Outcomes?

While it's challenging to measure the direct impact of this specific phrase, studies in social psychology suggest that positive communication can:

- Improve interpersonal relationships
- Reduce stress
- Increase motivation

In workplace settings, managers who regularly extend genuine well-wishes observe higher employee satisfaction and engagement.

### Limitations and Potential Misinterpretations

Despite its positive connotations, the phrase can sometimes be misinterpreted:

- As dismissive if used robotically
- As insincere if the tone is flat
- As an avoidance of deeper engagement if used superficially

Thus, context, tone, and sincerity are crucial for its effectiveness.

### The Future of Such Phrases in Digital Communication

#### Digital Communication Challenges

In the age of instant messaging and social media, traditional expressions face new challenges:

- Overuse and Routine: Messages can become formulaic.
- Miscommunication: Absence of tone makes sincerity harder to judge.
- Cultural Shifts: Preferences for more personalized or casual expressions are growing.

## Potential Innovations

Emerging trends include:

- Use of emojis and GIFs to convey emotion
- Personalized messages tailored to individual preferences
- Video messages for a more authentic connection

Despite these changes, the core human desire for connection remains, suggesting that well-wishing phrases like "Have a good week till next week" will adapt rather than disappear.

## Critical Analysis: Is It More Than Just Words?

### Social Functionality

This phrase functions as a social ritual, reinforcing bonds and expressing goodwill. Its repeated use sustains social cohesion, especially in professional environments where formalities matter.

### Psychological Reinforcement

It acts as a mental cue, prompting positive reflection on the week ahead, which can influence behaviors and attitudes.

### Cultural Reflection

The phrase reflects cultural attitudes toward time, community, and individual well-being. Its variations reveal underlying values, whether collectivist or individualist.

## Conclusion

"Have a good week till next week" may seem like a simple, commonplace expression, but its significance is multifaceted. It embodies social norms of politeness, acts as a psychological booster, and demonstrates cultural nuances in communication. As language evolves in response to technological and societal changes, such phrases will continue to adapt, but their core function ? fostering connection and expressing goodwill ? remains vital. Understanding their layers of meaning enhances our appreciation of everyday interactions and underscores the importance of intentional,

sincere communication in building a supportive social fabric.

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## Final Thoughts

While "Have a good week till next week" is often dismissed as a banal greeting, its underlying significance merits recognition. It encapsulates a human desire for connection, hope, and continuity. As we navigate an increasingly digital world, maintaining genuine, meaningful communication?whether through words or actions?remains essential for individual well-being and societal cohesion.

**Question** What does the phrase 'have a good week till next week' mean? It is a courteous way of wishing someone well for the upcoming week, implying they should enjoy or make the most of the days until the following week. When is it appropriate to say 'have a good week till next week'? It's appropriate to say this at the end of a week, such as on a Friday or before parting ways, to wish someone well for the days ahead. Can 'have a good week till next week' be used in professional settings? Yes, it can be used in professional or casual contexts to politely wish colleagues, clients, or friends a good upcoming week. Is 'have a good week till next week' a common phrase? While not a standard idiom, it is a common conversational expression used to convey well wishes for the upcoming days. What are some alternative ways to say 'have a good week till next week'? Alternatives include 'Have a great week!', 'Enjoy your week!', or 'Wishing you a productive week ahead.' How can I respond if someone says 'have a good week till next week' to me? You can respond with 'Thank you, you too!', 'Thanks, I will!', or 'Same to you, have a great week!' Are there cultural variations of this phrase? Yes, different cultures have their own expressions to wish someone well for the upcoming week, such as 'Have a good week ahead' or 'Enjoy your week.' Can 'have a good week till next week' be used in text messages or emails? Absolutely, it is suitable for both informal and formal messages to convey friendly or professional good wishes. Is there a more formal version of 'have a good week till next week'? A more formal version could be 'Wishing you a productive and pleasant week ahead.'

**Related keywords:** good week, weekly wishes, positive week, productive week, week ahead, stay positive, have a great week, weekly greeting, best wishes for the week, upcoming week

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