

Formal request for early leave from work

Subject: Request for Early Leave

Dear [Manager/Supervisor Name],

I am writing to formally request permission to leave work early on [Date]. Due to [reason: personal, family, medical], I would appreciate your approval to leave at [Time] instead of the usual departure time.

I will ensure that all my tasks are managed appropriately before leaving. Thank you for considering my request.

Sincerely,

[Your Name]

[Department/Position]

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