

Request for leaving early multiple days

Subject: Request for Early Leave Over Multiple Days

Dear [Manager/Supervisor Name],

I would like to request early leave from [Start Date] to [End Date], departing each day at [Time]. The reason for this request is [reason]. I will ensure that my responsibilities are managed efficiently during this period.

Thank you for your consideration.

Sincerely,

[Your Name]

[Department/Position]

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