## **Quick Half Day Leave Email**

[Your Name]

Subject: Half Day Leave
Hi [Manager Name],
I need to take a half day leave on [Date]. Please approve.
Thanks,

Get more templates here: <a href="https://www.lettersandtemplates.com/letters/half-day-leave-letter">https://www.lettersandtemplates.com/letters/half-day-leave-letter</a>