

Professional One Hour Permission Email for Work

Subject: Request for One Hour Leave

Dear [Manager's Name],

I hope this message finds you well. I would like to request permission to be away from work for one hour on [Date] from [Start Time] to [End Time] due to [reason, e.g., personal matter/appointment]. I will ensure that my tasks are managed appropriately during my absence.

Thank you for considering my request.

Best regards,

[Your Name]

[Position]

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