

Formal Letter Template: Permission to Leave Early from Work

A **formal letter for permission to leave early from work** is a professional request to your employer or supervisor for approval to leave work before your usual scheduled time. Below is a template and a sample letter for your convenience.

Template

[Your Name]  
[Your Position]  
[Department]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
Subject: Permission to Leave Early from Work  
Dear [Recipient's Name],  
I am writing to formally request permission to leave work early on [date] at [specific time], due to [briefly state the reason, e.g., a medical appointment/personal emergency/family matter].  
I have ensured that my work for the day will be completed or delegated as necessary, and I will be available via phone/email if any urgent issues arise in my absence.  
I kindly request your approval for this early leave and appreciate your consideration.  
Thank you very much.  
Sincerely,  
  
[Your Name]

Sample Letter

John Smith  
Sales Executive  
Sales Department  
June 25, 2024  
Mr. David Brown  
Sales Manager  
ABC Corporation  
Subject: Permission to Leave Early from Work  
Dear Mr. Brown,  
I am writing to request your permission to leave work early on June 27, 2024, at 2:00 PM, as I have a scheduled medical appointment that I cannot reschedule.  
I have ensured that all my tasks for that day will be completed in advance, and I will be reachable by phone in case of any urgent requirement.  
I hope for your kind consideration and approval of my request.  
Thank you for your understanding.  
Sincerely,  
  
John Smith