

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/fam: 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