

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Manager's Name],

Subject: Night Shift Leave Application

I am writing to formally request leave from my night shift on [specific date(s)] due to [brief reason for leave, e.g., personal commitments, medical reasons, family emergency].

I understand the importance of my role during the night shift and will ensure that my responsibilities are managed before my absence. [Optional: Mention any arrangements made for coverage, if applicable.]

I hope for your understanding and kindly request you to grant me leave for the mentioned period.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Job Title]