

****Template Example 1: Simple Time Off Request****

[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],
I am writing to formally request time off from [start date] to [end date] due to [brief reason, e.g., personal matters, family event, etc.]. I will ensure that all my responsibilities are covered prior to my absence and will be available to assist with any transitions needed.
Thank you for considering my request. I look forward to your approval.
Sincerely,
[Your Name]

****Template Example 2: Detailed Time Off Request****

[Your Name]
[Your Job Title]
[Your Department]
[Date]
[Manager's Name]
[Company's Name]
Subject: Time Off Request
Dear [Manager's Name],
I hope this message finds you well. I am writing to request time off from [start date] to [end date] due to [specific reason, e.g., medical reasons, vacation, etc.]. I have checked our team's schedule and believe this period is manageable, ensuring minimal disruption to our workflow. I plan to [describe how you will prepare for your absence, e.g., delegate tasks, complete pending projects, etc.]. I am committed to keeping everything on track and will make sure to be fully available to resolve any urgent matters before and after my time off.
Please let me know if you need any further information. Thank you for considering my request.
Best regards,
[Your Name]
[Your Job Title]
[Your Contact Information]

****Template Example 3: Short Notice Time Off Request****

[Your Name]
[Your Job Title]
[Date]
[Manager's Name]
Subject: Urgent Time Off Request
Dear [Manager's Name],
I am writing to request urgent time off today/tomorrow on [specific date] due to [brief explanation of the reason, e.g., sudden illness, family

emergency]. I apologize for the short notice and will ensure that my work commitments are managed in my absence.

Thank you for your understanding.

Regards,

[Your Name]