

# Day Off Request Letter Sample

Subject: Request for a Day Off

Dear [Supervisor's Name],

I hope this letter finds you in good health. I am writing to formally request a day off from work on [Date]. I have considered the work schedule and my personal commitments, and I believe that taking a day off on [Date] will not significantly disrupt the workflow or cause any inconvenience to the team.

The reason for my day off request is [state the reason briefly]. [You can mention if it's for personal reasons, a family event, a medical appointment, or any other appropriate reason]. This [event/occasion/appointment] requires my presence, and I have made all the necessary arrangements to ensure that my absence will not have any negative impact on the team's productivity.

I understand that taking a day off requires sufficient notice, and I apologize for the short notice.

Unfortunately, [explain the reason for the short notice, if applicable]. I assure you that I have completed or delegated my pending tasks, and I will ensure a smooth transition of responsibilities during my absence.

If my request is approved, I will be more than happy to provide any additional information or documentation required. I am also willing to adjust my schedule or work extra hours before or after my day off to compensate for any inconvenience caused.

I value the teamwork and productivity at our company, and I will do my best to minimize any disruption caused by my absence. I have complete faith in the team's abilities and trust that they will handle any urgent matters that may arise during my absence.

Thank you for considering my request. I truly appreciate your understanding and support. Please let me know of your decision at your earliest convenience. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]