

Formal Half Day Leave Letter

Subject: Request for Half Day Leave

Dear [Manager Name],

I am writing to formally request a half day leave on [Date] due to [reason, e.g., personal appointment, family matter]. I will ensure that all my responsibilities are managed before my departure and will be available to complete any urgent tasks remotely if needed.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Designation]

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