

Urgent Half Day Leave Email

Subject: Urgent Half Day Leave Needed

Dear [Manager Name],

I apologize for the short notice, but I need to request a half day leave today due to [urgent reason, e.g., medical emergency, family matter]. I have informed my team and ensured that critical tasks are covered.

Thank you for understanding.

Best regards,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/half-day-leave-letter>