

# One Day Leave Letter

Subject: One Day Leave Request

Dear [Employer/Manager's Name],

I hope this letter finds you well. I am writing to request a one-day leave of absence from work on [date]. The purpose of this leave is [state the reason briefly, e.g., personal/family emergency, medical appointment, attending to a family matter, etc.].

I understand the importance of my presence at work and will ensure that my pending tasks and responsibilities are properly delegated or completed before my leave. I have also informed my colleagues, and they have kindly agreed to cover for me during my absence.

I assure you that I will make myself available via phone or email, should any urgent matters arise that require my immediate attention during this period.

If my absence would cause any inconvenience to the team, please let me know, and I will do my best to address any concerns.

I kindly request your approval for this one-day leave, and I will make sure to submit any necessary documentation or follow the standard procedure for requesting leave as per the company policy.

Thank you for considering my request. I am grateful for your understanding and support.

Sincerely,

[Your Name] (signed)

[Your Name] (printed)