

Formal One Day Leave Letter Template

Subject: Request for One Day Leave on [Date]

Dear [Manager's Name],

I am writing to formally request a one-day leave on [Date] due to [reason, e.g., personal work, medical appointment].

I assure you that all my pending tasks will be managed and completed accordingly. I kindly request your approval for this leave.

Thank you for your consideration.

Sincerely,

[Your Name]

[Designation]

[Department]

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