

Early Leave Permission Request

Subject: Request for Early Departure on [Date]

Dear [Supervisor's Name],

I am writing to request permission to leave work early on [specific date] at [time]. Due to [brief reason - medical appointment/family emergency/personal matter], I need to depart by [time] instead of my regular [time].

I have arranged for [colleague's name] to handle any urgent matters that may arise in my absence, and I will ensure all pending tasks are completed before leaving. I am also available via phone/email if any critical issues require immediate attention.

I understand this may cause some inconvenience and apologize for any disruption to the team's workflow. I will make up for the lost time by [coming in early the next day/working through lunch/staying late another day].

Please let me know if this arrangement is acceptable or if you need any additional information.

Thank you for your understanding and consideration.

Best regards,

[Your Name]

[Your Position]

[Contact Information]

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