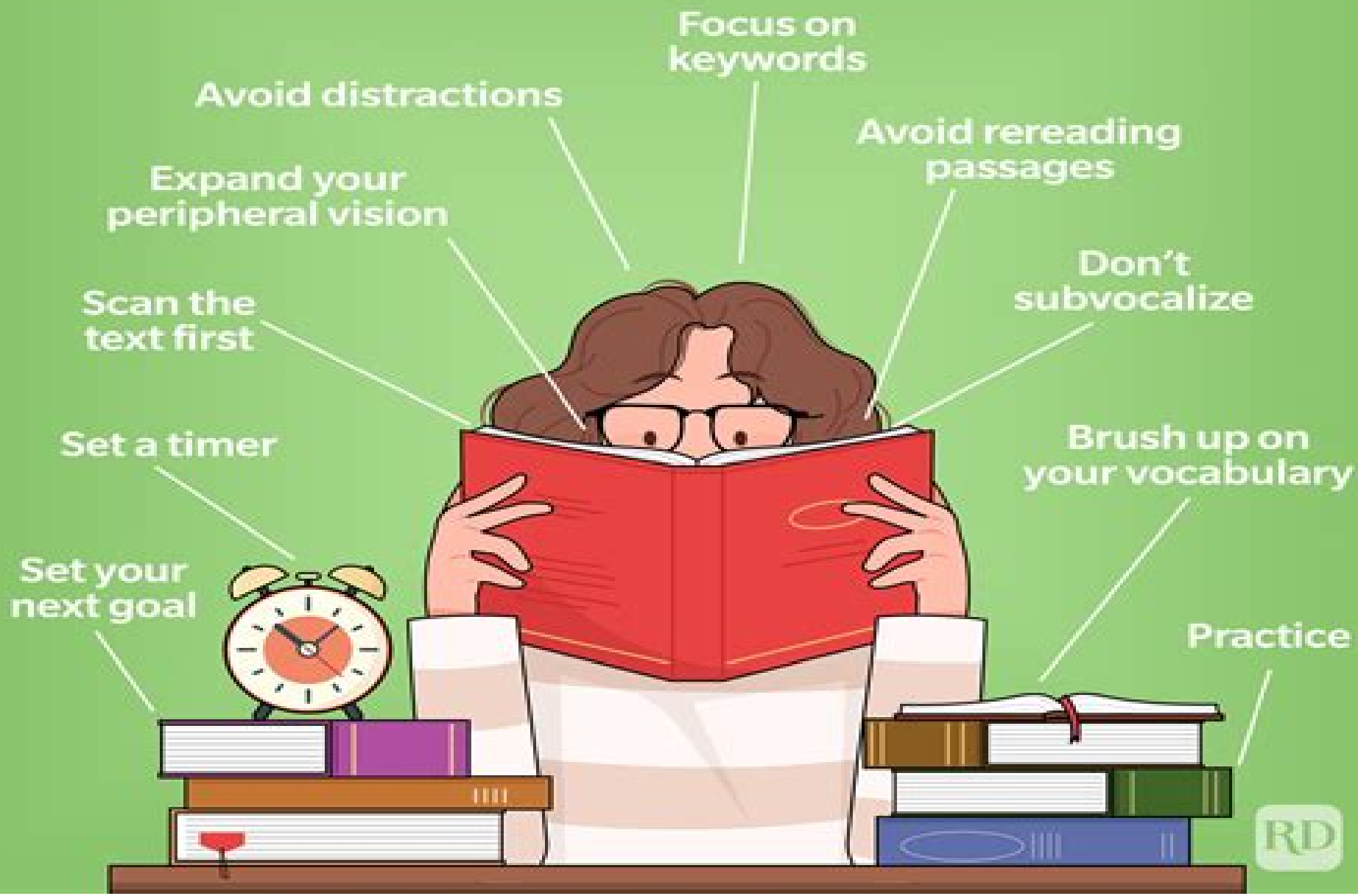


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dear neil i am requesting to take time off from the 8th to the 12th of march i am happy and available to discuss the details of this with you more in person at any time during my working hours if you prefer to do so

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i would like to ask permission for a day off from work on date rest assured that i will be available to work after that day i am hoping that you would consider my request and i will be waiting for your response

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email sample 2 days off request subject request for time off dear recipient name i am writing to request the following days off from work i will be covering all the duties during my absence please let me know if you have any questions thank you and i look forward to hearing from you soon sincerely sender name