**Included:**

Introduction

One Day Leave Application Tips

Sample One Day Leave Application

One Day Leave Application Template

One Day Leave Application

Letters.org

**Introduction**

A one day leave application letter is written by an employee to the boss/employer to seek permission to abstain from work for a day. This leave is usually unplanned and requested a day or two prior to the date that the applicant wants to avail leave. The applicant should provide valid reasons for the sudden requirement of leave or politely state the reason as personal commitment if the actual cause can not be disclosed.

The leave letter should be short and concise. The applicant need not hand over his/her duties and responsibilities to anyone else for a day, but furnish contact number in case of any urgent requirement.

**One Day Leave Application Tips**

Here are some useful tips for writing Casual Leave Letter:

* Begin the letter by requesting grant of leave for a day and mention the date when you require the said leave.
* State valid reasons for asking leave for a day as far as possible.
* End by requesting for leave again and furnish your contact details in case of any urgency at your work place. End by thanking in anticipation of approval.

Sample One Day Leave Application

From,

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_ (Date on Which Letter is Written)

To,

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_

Subject: Permission for One Day Leave

Dear Mr. Edward,

I am writing this letter to request you to grant me leave for one day on 23April2013 since I have an appointment with my dentist for tooth extraction procedure.

Although I tried to get an appointment for the weekend, the dentist expressed inability to entertain me since he is going for a short vacation this coming weekend. The gum infection for which I was under treatment has subsided and I would like to complete the procedure of extraction to avoid recurrence of pain and infection in the future.

Although the appointment is in the morning, I will be unable to attend work since I will be administered antibiotics post surgery.

Please approve my leave for a day and oblige. You can reach me on my mobile number, 4677386377 in case of any emergency.

Thanking you in anticipation,

Yours Sincerely,

Megan.

# One Day Leave Application Template

# From,

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

#

# Date: \_\_\_\_\_ (Date on Which Letter is Written)

# To,

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# \_\_\_\_\_\_\_\_\_\_

# Subject: Permission for One Day Leave

# Dear Mr. \_\_\_\_\_\_\_\_\_\_ (your boss’s name),

# I am writing this letter to request you to grant me leave for one day on …(mention date) since …..(Briefly explain need for one day leave)

# Please approve my leave for a day and oblige. You can reach me on my mobile number, …… (mention your contact number) in case of any emergency.

# Thanking you in anticipation,

# Yours Sincerely,

# \_\_\_\_\_\_\_\_\_\_ (your name)

# Disclaimer

The author and publisher of this Ebook and the accompanying materials have used their best efforts in preparing this Ebook. The author and publisher make no representation or warranties with respect to the accuracy, applicability, fitness, or completeness of the contents of this Ebook. The information contained in this Ebook is strictly for educational purposes. Therefore, if you wish to apply ideas contained in this Ebook, you are taking full responsibility for your actions.

The author and publisher disclaim any warranties (express or implied), merchantability, or fitness for any particular purpose. The author and publisher shall in no event be held liable to any party for any direct, indirect, punitive, special, incidental or other consequential damages arising directly or indirectly from any use of this material, which is provided “as is”, and without warranties.

The author and publisher do not warrant the performance, effectiveness or applicability of any sites listed or linked to in this Ebook.

All links are for information purposes only and are not warranted for content, accuracy or any other implied or explicit purpose.

No part of this may be copied, sold, or used in any way other than what is outlined within this Ebook under any circumstances without express permission from www.letters.org