

ONE DAY LEAVE APPLICATION

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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)

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