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day off request letter sample letterspro com - Mar 26 2023

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

days off request email sample mytemplets - Mar 14 2022

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