

Employee permission form from work

Dear Mr. / Director of the Department of

I request you to kindly and agree to grant me permission to leave from the hour to the hour and for the day corresponding to/...../..... for the following reasons.

.....

And Yours sincerely.

Introduction to you

name:

Occupation:

Job number:

Editing on/...../.....

Signature:

The opinion of the direct manager:

The signature of the direct manager

.....

The signature of the personnel specialist

.....