

Late Departure Request

Date: [Insert Date]

To: [Insert Supervisor/Manager's Name]

[Insert Company/Organization Name]

Dear [Supervisor/Manager's Name],

I hope this message finds you well. I am writing to formally request permission to leave work late on [insert date]. Due to [brief explanation of the reason, e.g., a medical appointment, personal obligation], I will need to stay beyond my usual departure time.

I anticipate that I will be able to leave by [insert time you plan to leave] and will ensure that all my responsibilities are managed before I leave. I appreciate your understanding and support regarding this matter.

Thank you for considering my request. Please let me know if you need any additional information.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]