

Early Dismissal Request

Date: [Insert Date]

To: [Recipient's Name/Title]

From: [Your Name]

Subject: Request for Early Dismissal for Mental Health Day

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an early dismissal on [insert date] due to a mental health day. I believe taking this time will allow me to recharge and return to my responsibilities with renewed focus and energy.

I plan to leave at [insert time] and will ensure that any outstanding work is completed before my departure. Thank you for your understanding and support regarding this matter.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]