1 Hour Permission Letter Format for Office - Template

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Supervisor's Name]
[Supervisor's Position]
[Department/Team Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for One Hour Permission

Dear [Supervisor's Name],

I hope this email finds you well. I am writing to request permission for a brief absence from work tomorrow, [Date], from [Starting Time] to [Ending Time], approximately one hour.

The reason for this request is [briefly explain the reason, such as a personal appointment, family commitment, or urgent errand]. I assure you that I will make every effort to minimize any disruption to my work and ensure that my responsibilities are covered during my absence.

I have already informed my colleagues about my planned absence and have arranged for any urgent tasks to be completed or delegated appropriately. I will ensure that I catch up on any missed work promptly upon my return.

I understand the importance of my role and responsibilities within the team and assure you of my commitment to maintaining productivity and efficiency.

Thank you for considering my request. I appreciate your understanding and support.

Sincerely,

[Your Name]
[Your Position]

[Department/Team Name]
[Company Name]