Half-day leave application formats

Replace each [bracketed] part with your details. Delete the options that do not apply.

1. Medical appointment

FIRST HALF

To,
[Manager name]
[Designation], [Company name]

Date: [today's date]

Subject: Application for half-day leave on [date] (first half)

Respected Sir/Madam,

I request half-day leave on [date], from the start of the shift until 1:00 PM. I have a medical appointment that morning and expect to be back in the office by 2:00 PM.

I will complete my pending work before I leave and share the status of open tasks with [colleague name]. Please approve this as 0.5 day of [casual / sick] leave.

Thank you for your consideration.

Yours sincerely,
[Your name]
[Employee ID / department]

2. Personal work

SECOND HALF

To,
[Manager name]
[Designation], [Company name]

Date: [today's date]

Subject: Application for half-day leave on [date] (second half)

Respected Sir/Madam,

I request half-day leave on [date] for the second half of the working day, from 2:00 PM onward. I need to attend to some personal work that I cannot schedule outside office hours.

I will be available on my phone for urgent matters until 2:00 PM and will hand over my pending tasks to [colleague name]. Please approve this as 0.5 day of [casual / earned] leave.

Thank you for your consideration.

Yours sincerely,
[Your name]
[Employee ID / department]

3. Family emergency

FIRST HALF OR SECOND HALF

To,
[Manager name]
[Designation], [Company name]

Date: [today's date]

Subject: Half-day leave on [date] due to a family emergency

Respected Sir/Madam,

I need to take half-day leave on [date] because of an urgent family matter. I will be away from [time] until the end of the half day, and I will return to work in the other half.

I am sorry for the short notice. I will update you on my availability by [time]. Please record this as 0.5 day of [casual / earned] leave.

Thank you for your consideration.

Yours sincerely,
[Your name]
[Employee ID / department]

4. Urgent work

FIRST HALF OR SECOND HALF

To,
[Manager name]
[Designation], [Company name]

Date: [today's date]

Subject: Application for half-day leave on [date] for urgent work

Respected Sir/Madam,

I request half-day leave today, [date], for the [first / second] half. Some urgent personal work has come up that I must handle in person, and it cannot wait until after office hours.

I will leave at [time] and return by [time]. [Colleague name] has my pending tasks, and I can be reached on my phone. Please approve this as 0.5 day of [casual / earned] leave.

Thank you for your consideration.

Yours sincerely,
[Your name]
[Employee ID / department]

5. Bank or government office visit

FIRST HALF OR SECOND HALF

To,
[Manager name]
[Designation], [Company name]

Date: [today's date]

Subject: Application for half-day leave on [date] for an office visit

Respected Sir/Madam,

I request half-day leave on [date] to visit [bank / sub-registrar office / passport office / municipal office] for [purpose]. The office works only during our business hours, so I cannot go outside them.

I plan to be away from [time] to [time] and will resume work after that. Please approve this as 0.5 day of [casual / earned] leave.

Thank you for your consideration.

Yours sincerely,
[Your name]
[Employee ID / department]

6. Child's school

FIRST HALF OR SECOND HALF

To,
[Manager name]
[Designation], [Company name]

Date: [today's date]

Subject: Application for half-day leave on [date] for a school meeting

Respected Sir/Madam,

I request half-day leave on [date] to attend [a parent-teacher meeting / my child's school event / an admission formality]. The school has fixed the time as [time].

I will complete my urgent tasks before I leave. Please approve this as 0.5 day of [casual / earned] leave.

Thank you for your consideration.

Yours sincerely,
[Your name]
[Employee ID / department]

7. Email

ANY REASON

Subject: Half-day leave request: [your name], [date], [first / second] half

Hi [manager name],

I would like to take half-day leave on [date] ([first half until 1:00 PM / second half from 2:00 PM]) for [short reason]. Please approve it as 0.5 day of [casual / sick / earned] leave.

My open work: [one line on what is pending and who covers it]. I can be reached on [phone number] for anything urgent.

Regards,
[Your name]

8. WhatsApp or chat message

SAME-DAY OR SHORT NOTICE

> Good morning [Sir/Madam]. I need half-day leave today ([first / second] half) because of [reason]. I will be in from [time] / I will leave at [time]. [Colleague] has my pending work. Please confirm.

> Hi [manager name], requesting half-day leave on [date], [first / second] half, for [reason]. I will apply in the attendance app as well. Thank you.

9. Manager reply

APPROVE OR DECLINE

> **Approve:** Approved. Half-day leave on [date], [first / second] half, counted as 0.5 day of [leave type]. Please hand over [task] before you leave.

> **Ask for a change:** I cannot approve the [first / second] half on [date] because of [reason]. Can you take the [other half / another date] instead?

> **Decline:** I am sorry, I cannot approve this on [date] because of [reason]. Please apply again for [another date] and I will approve it.

10. Blank half-day leave form

FILL IN BY HAND

Employee name		**Employee ID**	
Department		**Date of application**	
Leave date		**Half**	[ ] First half [ ] Second half
From time		**To time**	
Leave type	[ ] Casual [ ] Sick [ ] Earned [ ] Other: _____		
Reason			
Work handed over to			
Employee signature		**Manager decision**	[ ] Approved [ ] Rejected
Manager signature		**Days deducted**	0.5

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