

# Half-Day Leave Statement

To: [Recipient Name / Department]

Date: [DD/MM/YYYY]

Employee Name: [Your Full Name]

Employee ID: [Your Employee ID]

Department: [Your Department]

Leave Date: [DD/MM/YYYY]

Session: [Morning / Afternoon]

Reason: [Brief reason for half-day leave]

I hereby request approval for a half-day leave as per the details mentioned above. I assure you that any urgent work will be taken care of and responsibilities will be handed over to my colleagues, if necessary, during my absence.

Signature: \_\_\_\_\_

Date: [DD/MM/YYYY]

## Important Notes:

- Fill in all the required fields accurately before submission.
- Reason for the half-day leave should be clearly and briefly stated.
- Submit this document as per your organization's leave policy or workflow.
- Obtain prior approval from your supervisor or reporting manager whenever possible.
- Half-day leave is usually granted for exceptional or urgent personal needs.