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How to write permission letter to be absent from work

By: Lauren Treadwell Updated September 26, 2017 Employee absences can disrupt the flow of the workplace and often require others to take on additional tasks to keep things running smoothly. For this reason, employers often limit the amount of absences an employee can have and require a good reason for not being able to work. If you were absent from work, or if you have a planned absence in the near future, give your employer a letter of explanation. Put your name and your employee number, if you have one, on the top-right side of the paper. Put the date on the left side of the page. Address the letter to your supervisor or the person in the human resources department who handles employee time off. Tell the reason for your absence in the first paragraph. If you are writing a letter to excuse an absence that already occurred, give the date of the absence and an explanation of why you were unable to come to work. If you are requesting a day off, tell your employer the reason and the date when you will be absent. Include specific time frame if you will only miss part of the day. Sign the letter at the bottom. Give the letter to your boss or HR personnel and include a doctor's note or other documentation if your employer requires proof. When you accepted your job, the human resources department or your supervisor discussed your schedule, and chances are you agreed to the hours they offered. At the time you accepted the schedule, you probably had no way of knowing that your circumstances would change or that you simply would not be able to get to work at the time to which you agreed. If you have been continually late or if your personal circumstances require that you report to work at a later time, it's a good idea to ask your supervisor in writing for a later start time. Submitting a written request creates a formal record of your request in the event that your request is denied or if your schedule changes and you need proof of it. Because this is a formal request, compose your written request in the correct business letter format. Business correspondence typically is in block format, which means the paragraphs are flush with the left margin; do not indent paragraphs. The date of your letter, addressee's name and address, subject line, body and closing salutation also are flush with the left margin. Your subject line should include your name, position and employee number if it's different from your Social Security number - for security reasons, do not include your Social Security in a letter that may land on the desk of someone who doesn't need to know it. In addition, use white or off-white paper for your letter, a font like Times New Roman or Calibri, and sign your name in ink before you provide your supervisor and the human resources department with their copies. If your office is largely paperless and communicated via email you can prepare a coming late to work email instead. Keep the language formal, or prepare your request as a letter and attach it to an email instead. Instead of the reader needing to scan the entire letter before she gets to your actual request, state the request in the first paragraph of your letter. For example, you could write, "I began working in the Purchasing Department as an entry-level agent, on June 14, 2013, and on June 14, 2018, was promoted to senior purchasing agent. My current work schedule is from 8 a.m. until 5 p.m., Monday through Friday. The purpose of this letter is to request a schedule change so that my hours become 9 a.m. until 6 p.m." Frame your request in a positive tone and avoid using the word "late." If you are requesting a permanent schedule change, you're asking for different hours, not permission to be late every day. And you're not requesting that your supervisor reduce your working hours by the amount of time that you are late to work. If your request is for a finite period, indicate that by stating, "The purpose of this letter is to request a schedule change so that, from April 1 until April 30, [insert year], my hours become 9 a.m. until 6 p.m." While it's also a good practice to be honest with your employer, if you're requesting to come in an hour later because you're not a morning person and you just can't make it on time, you might want to reconsider that as a reasonable basis for your request. But if your reason is that you have personal or family obligations that could be better served if you have extra time to get to work, indicate that. You needn't be too personal; for example, picking up your child from day care or carpooling with your spouse, seems to be a reasonable basis for the request. You be the judge, however, based on what your relationship is with your supervisor or manager, and whether they actually need to know the specific reason why you want a schedule change. If your request is because you have been continually late and you believe that coming in an hour later than your typical schedule will help you report to work on time, be candid about your challenges with getting to work on time. Suggest that your attendance could improve significantly if you had a different schedule. This is one way to address an aspect of your job performance, and you can mention in your letter that you are trying to be proactive about improving your performance through addressing the problem area of attendance. For example, you might start the sentence, "I think the new working hours would have the following positive effects on the business..." You might feel the need to assure your supervisor that your schedule change won't negatively impact the department's operations or your ability to handle the workload. Maybe you have tracked the customer calls you receive and notice that virtually all of your customers call after 9 a.m., then you can add to your letter that you have monitored the peaks in customer calls and that the schedule change can benefit the organization. In your letter, you can also state that you foresee no challenges to accomplishing all of your assigned tasks, which gives further assurance that you have thought this through and are certain the schedule change won't cause problems. The final paragraph of your letter for late coming to the office should restate your request, and if the schedule change is a permanent one, suggest the date on which you want the change to take effect. Ask whether there is additional paperwork you need to complete to implement the schedule change. This puts the onus on the HR department or your supervisor to give you a response, at least about paperwork. Also, when written in this way it sounds more positive than a letter that hints you're unsure the request will be approved. Thank the HR department and supervisor for their consideration and let them know when you will follow up to get approval. You could be waiting a long time if you expect a job to simply fall into your lap. You can peruse want ads for weeks without results or you can contact potential employers directly. To catch a hiring manager's attention, write a focused, professional letter to make a strong impression. Even if there are no current openings, you may set yourself up for a job down the line. Use a formal letter structure. Insert the date, recipient and address at the top of the letter. For example: June 1, 2012 Mr. John Doe, Senior Vice President ABC Company 123 Main Street Anytown, USA 12345 Next, write the salutation. Proper business format is "Dear Mr. Doe:" if you know the recipient personally, you can opt to use a comma, but it is usually better to err on the side of caution and keep things formal. Introduce yourself. If you're acting on a referral from a current employee, say so. For example, "My name is Joe Schmo. I was referred to you by Jane Smith in Accounts Payable." If you've met the recipient before, note that as well. For example, "We met at the Chamber of Commerce event in April." Indicate the type of position you're seeking. If you are only looking for a management position, say so. Don't make the letter sound as if you will take any position available. You'll sound desperate and be at a severe disadvantage in negotiations. Write about your background in the industry. Emphasize what you bring to the table and how your skills will be a benefit to the company. You can be talented and knowledgeable, but that won't make a difference if you can't fill a need for the company. For example, write something along the lines of: "With over 20 years in the industry, I can bring my reputation, experience and a network of contacts to ABC Company." Request an in-person meeting to conclude the letter. Write something like: "If you would like to meet and discuss what I can do for your company, I am available at your convenience. I can bring a copy of my resume, professional references and any other information you feel is relevant." Use the complimentary close "Sincerely," and sign your name below. Print the letter on plain white paper using a simple font like Courier or Times New Roman. Writing a letter regarding voluntary work is useful in your application package for paid employment or to supplement your application for volunteer work with another organization. In your letter about volunteer work, you convey a message that says you're concerned about charitable foundations and organizations that serve the community and that you're committed to volunteering your talents and skills to help those organizations survive on the limited funding many nonprofits receive from grants and donations. My daughter loves getting mail. Since she's only 18 months old, that doesn't happen very often. But the journey to the mailbox is still something we do religiously every day, because it brings her so much joy. Truth be told, I still love receiving packages and letters. Not the junk kind, but the real kind, from friends or relatives, just telling me about their days. But it takes effort to correspond this way, especially in today's world of easy electronic communication. Here are some times when it's definitely worthwhile to make that effort. (See also: The Importance of Friendly Letters) 1. Get a Deal Some companies don't publish their coupons, but will send them to you if you request them in writing. It's always good to include a Self-Addressed Stamped Envelope (SASE) when you make your request, too, so it's easier for them. 2. Express Yourself Read a newspaper article that you didn't like? Find an editorial that you could have written better fast asleep? Send the newspaper a letter to let them know what you're thinking. Maybe they'll publish it under "Letters to the Editor!" 3. Make Some Change Tell your Congressman, Assemblywoman, or another politician what you think. While emails and phone calls can work, too, a handwritten letter expressing strong sentiments just might be heard where those aren't. And you might even get a response, too — after all, even Barack Obama hand writes 10 letters to citizens every day! 4. Cause a Ripple Interested in changing something in your community but not sure how to go about it? Crafting a letter that you then deliver to every home and business in your area can be a great way to be heard and to find others who agree with you. 5. Have Some Class Have you ever wanted to feel posh in your communication? Send a letter instead of an email. Bonus points if it's handwritten. 6. Add That Personal Touch Sure, most of what you need to tell people doesn't require a personal letter. But when you want to make sure the recipient of your words knows who you are and that you leave a positive impression, writing a letter instead of sending an email or leaving a voicemail will help you do just that. 7. Get Offline Give your computer the boot for the day (or the week) and send all your communications by mail. Not only is it a blast from the past, but it lets you unplug, too. 8. Send Your Voice Farther Though the Internet and email are used widely around the world, there are still places where they aren't common. If you want to get a message to people in these parts, send a letter. Better yet, get a pen pal and build a relationship. 9. Preserve Memories Even if your kids don't remember what's going on now, they might want to someday. Jotting down little notes for them about events you go to together, special days, and even the things they do that make you smile will help both of you remember what happened and what's important. 10. Remind Yourself of Now Sending a letter to your future self might sound pretty cliché, but it's actually a great way to preserve who you are now, so you can remember later. You may not agree with any of your advice for the future, but you'll be able to hear your own voice, which might be even better. 11. Speak to the Future Time capsules are so 1992, but the truth is that they do preserve aspects of an era that are often forgotten. Make your own time capsule for your children or grandchildren by writing letters to them now that they can read in 15 or 20 years. 12. Say "Thanks" Thank you notes aren't overrated. In fact, they're a great way to reach out and touch people. Let them know that you noticed and appreciated their efforts with a special note saying "thanks!" 13. Encourage a Soldier Whether you agree with the current deployment of troops or not, these folks are risking their lives for the rest of us. Let them know they're remembered by sending them a letter that says so. Letters to Soldiers is a great place to get started. 14. Communicate With the Elderly Email is more and more common among older people, but many of them lose the ability to type and read small print eventually. Writing letters allows them to keep in touch with people who love them, and it means so much when you send them something in return. 15. Ask for Help Customer service being what it is these days, sometimes the best way to get a favorable response is to write a letter. Sure, you have to organize your thoughts and wait for a response, but that's worth it if your situation is dealt with in a way that makes sense to you. 16. Document Your Concerns If you have a longstanding beef with a company or a corporation, one of the best ways to show this is to have an extended correspondence on the issues involved. So write your letters and send them off. Even if you don't get a response, you have ammunition for later. 17. Express Admiration Is there an author you love, a director whose films never fail to move your heart, or someone else you look up to? Let them know the influence they've had on your life with letters. While these may never reach big-name celebrities, they're the best kind of encouragement to most creative people. 18. Offer Encouragement That Lasts Encouraging words can be easily said and just as easily forgotten. Make sure the recipient of yours can't forget them by documenting them in a letter. Who knows? Maybe they'll find it again, years from now, and tackle something they wouldn't have had the courage to do before. 19. Give Sympathy When someone dies, it can be hard to process everything that's going on. Send your sympathy in a letter, so the bereaved can go back and read it anytime. Include memories of the deceased to make the read a special experience. 20. Get That Job With the job market being what it is, anything that will give you an edge is worth doing. After you interview, follow up with a thank you note. Be specific, telling the interviewer what you appreciated about meeting them. 21. Leave a Legacy Write letters to those close to you to be read after your death. This gives you the chance to say all the things that you need to say and gives them a special way to remember you. Even if you're young, having these prepared can give peace of mind. 22. Make a Child's Day Like I said at the start, my daughter loves getting mail. Friends tell me she isn't alone in that. Make a child happy by sending something, even something small, with their name on the envelope. Why do you send letters? Let us know in the comments. Like this article? Pin it!

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