

To: [Manager's Name]

From: [Employee Name]

Date: [Current Date]

Subject: Request for Time Off to Vote

Dear [Manager's Name],

I am writing to formally request time off to cast my vote in the upcoming [Election Type, e.g., General/Primary] election on [Election Date].

I would like to request [Number] hours of leave on that day. I plan to be away from work during the following time: [Start Time] to [End Time].

I will ensure that all my immediate tasks are completed or handed over to [Colleague's Name, if applicable] before I leave to ensure there is no disruption to our operations.

Thank you for supporting my civic duty.

Sincerely,

[Employee Signature]

[Employee Printed Name]