

[Your Name]
[Your Job Title]
[Employee ID Number]

[Date]

[Manager's Name]
[Company Name]

Subject: Statutory Voting Time Off Request

Dear [Manager's Name],

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

In accordance with state law and company policy regarding statutory voting leave, I am requesting [Number of Hours] hours of leave to cast my ballot. I intend to take this time at the [Beginning/End] of my shift, specifically from [Start Time] to [End Time].

I have ensured that my current tasks are up to date and have coordinated with [Colleague's Name] to cover any urgent matters during my brief absence. I will return to my duties promptly after voting.

Thank you for supporting my civic participation.

Sincerely,

[Your Signature]
[Your Printed Name]