

Leave Of Absence Letter For One Day

Global Marketing Solutions

1122 Enterprise Boulevard

Market City, FL, 32801

Date: March 29, 2024

Alexander Johnson

9988 South Beach Drive

Sunnyville, FL, 33101

Dear Mr. Johnson,

Subject: One-Day Leave of Absence Approval

We have reviewed your request for a one-day leave of absence on April 4, 2024. We are writing to confirm that your request has been approved. We recognize the need for occasional personal time off and support your decision to manage your personal affairs.

Please note the details of your one-day leave:

- **Leave Date:** April 4, 2024
- **Reason for Leave:** Personal Matters

Your responsibilities for the day have been arranged to be covered by your colleague, Sarah Miller, to ensure that all tasks and projects continue to progress smoothly in your absence.

We appreciate your effort to notify us in advance and to arrange for the coverage of your duties. This planning helps maintain the team's efficiency and workflow.

Should there be any changes to your situation or if you require additional time off, please inform us as soon as possible so that we can make the necessary adjustments.

Thank you for your attention to this matter, and we hope that you will be able to resolve your personal affairs successfully on your day off.

Sincerely,

Rebecca White

Team Leader

Global Marketing Solutions

rebecca.white@globalmarketingsol.com