

Time-Off request

1. Full Name Of A Person
2. Company
3. Adjective
4. Number
5. Location
6. Full Name Of A Person
7. Adjective
8. Verb - Present Ends In Ing
9. Verb - Present Ends In Ing
10. Adjective
11. Noun
12. Adjective
13. Noun
14. Adjective
15. Your Name
16. Your Title

Time-Off request

Dear _____
Full Name of a Person,

I truly enjoy working at _____
company and trust the dedication I devote day in and day out is apparent. In

order to stay _____
Adjective and continue contributing the effort expected, I respectfully request

_____ weeks off to fulfill my travel dream of visiting _____
Location with _____
Full Name of a Person.

If approved, I will be unavailable to answer emails or attend _____
Adjective meetings, but know that the

experience will revitalize my passion for _____
Verb - Present ends in ING. While I am _____
Verb - Present ends in ING

on the beach, I will be continue to think about the 2015 _____
Adjective _____
Noun project and promise to

return with _____
Adjective ideas for sharing, and possibly even a _____
Noun to for the entire office to

enjoy.

I know you are a _____
Adjective person yourself, and hope you understand the importance of this request.

Kind regards,

your name _____
your title