

# Email Writing Assignment #5

**Email To:** *johnathan.niziol@mitt.ca*

**Due Before:** *Friday, March 9th, @ 3:30 PM, 2018*

**Topic:** Asking for time off

**Audience:** Your supervisor, Jackie

**Length:** *150-250 words*

**Evaluation Criteria:** *mechanics, sentence structure, focus, conciseness, understanding, paragraphs*

You have been under a real tight deadline and putting in a lot of overtime lately trying to finish the companies newest project - "Admiral". You finally finished it up last night and need a little time off work to catch up on life and to relax. You banked several days of vacation with all the overtime you did, and now you want to use it.

Send an email to your supervisor asking to use some of that vacation time that you just recently earned.