John Doe  
JOHN.DOE@EMAIL.COM

Dear John  
  
I am requesting a one-day leave on [date] for [reason]. I assure you that I will complete any pending work before my leave and facilitate a smooth handover of responsibilities to [mention the colleague or team member covering for you, if applicable].   
  
Recognising the importance of my role, I will be reachable during my absence for any urgent matters that require my attention.  
  
I request your approval for this one-day leave and commit to ensuring my absence does not disrupt the workflow.  
  
Thank you for being so considerate.  
  
Sincerely,  
John Doe

Sarah Smith  
sarah.smith2email.com

Dear Sarah  
  
I am requesting a one-day leave on [date] for [reason]. I assure you that I will complete any pending work before my leave and facilitate a smooth handover of responsibilities to [mention the colleague or team member covering for you, if applicable].   
  
Recognising the importance of my role, I will be reachable during my absence for any urgent matters that require my attention.  
  
I request your approval for this one-day leave and commit to ensuring my absence does not disrupt the workflow.  
  
Thank you for being so considerate.  
  
Sincerely,  
Sarah Smith

Mike Johnson  
mike.johnson@email.com

Dear Mike  
  
I am requesting a one-day leave on [date] for [reason]. I assure you that I will complete any pending work before my leave and facilitate a smooth handover of responsibilities to [mention the colleague or team member covering for you, if applicable].   
  
Recognising the importance of my role, I will be reachable during my absence for any urgent matters that require my attention.  
  
I request your approval for this one-day leave and commit to ensuring my absence does not disrupt the workflow.  
  
Thank you for being so considerate.  
  
Sincerely,  
Mike Johnson

Emma Williams  
emma.williams@email.com

Dear Emma  
  
I am requesting a one-day leave on [date] for [reason]. I assure you that I will complete any pending work before my leave and facilitate a smooth handover of responsibilities to [mention the colleague or team member covering for you, if applicable].   
  
Recognising the importance of my role, I will be reachable during my absence for any urgent matters that require my attention.  
  
I request your approval for this one-day leave and commit to ensuring my absence does not disrupt the workflow.  
  
Thank you for being so considerate.  
  
Sincerely,  
Emma Williams

David Lee  
david.lee@email.com

Dear David  
  
I am requesting a one-day leave on [date] for [reason]. I assure you that I will complete any pending work before my leave and facilitate a smooth handover of responsibilities to [mention the colleague or team member covering for you, if applicable].   
  
Recognising the importance of my role, I will be reachable during my absence for any urgent matters that require my attention.  
  
I request your approval for this one-day leave and commit to ensuring my absence does not disrupt the workflow.  
  
Thank you for being so considerate.  
  
Sincerely,  
David Lee