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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 _____Number_____ 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_____

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