

# 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