

## Permission Letter to Leave Early from Office

From

Arun Kumar

54, Ganga Apartments

Delhi

Date: August 10<sup>th</sup>, 2020

To,

Mr. Adarsh Swami

Human Resource Manager

Zenith Technologies Pvt. Ltd.

Delhi

Sub: Permission Letter to Leave Early from Office

Respected Sir,

I am employed with your company as Senior Marketing Executive. As per the terms and conditions stated in the employment contract that I had signed at the time of accepting this position, I cannot leave the workplace before 6 p.m. on any working day.

I would like to inform you that there is a medical emergency at my end. My wife has been admitted in the hospital for her appendix surgery today which is scheduled at 5 p.m. and I need to be there to complete all the medical formalities for her at least an hour before the surgery.

I would like you to please allow me to leave the office by 4.30 pm considering the medical situation at my end. I am willing to compensate for the time by staying late for the remaining week so that my work doesn't get effected.

I would look forward for your response at the earliest.

Thanking in anticipation.

Sincerely,

Arun Kumar

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