Time off request email templates

1. Planned time off (vacation or personal days)

Subject: Time off request: [dates]

Hi [manager name],

I would like to request time off from [first day] through [last day], returning on [return date]. That is [number] workdays, or [hours] hours, and I would like to use [PTO / unpaid time] for it.

[Coworker name] has agreed to cover [tasks or shifts], and I will finish [project or task] before I leave.

Please let me know if these dates work or if you need anything else from me.

Thank you,
[Your name]

2. Short-notice request

Subject: Short-notice time off request for [date]

Hi [manager name],

Something has come up and I need to request [the day off / the afternoon off] on [date], from [time] to [time]. I am sorry for the short notice. I have [arranged coverage with coworker / left notes for the team] and can [make up the hours on date / use PTO].

Please let me know if that works.

Thank you,
[Your name]

3. Calling out sick

Subject: Out sick today, [date]

Hi [manager name],

I am sick and will not be able to work my [start time] to [end time] shift today. I would like to use paid sick time for these hours. [Optional: I have let coworker know about task.]

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I will let you know by [time] tomorrow whether I can work my next shift.

Thank you,
[Your name]

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