**Permission Letter To Leave Early from Office**

Jan Thomas

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Richard Preston

Human Resource Director

Precision Office Supplies

439 Jantzen Way

Elmwood, Oregon, 99909

RE: Permission to Leave Early from Office

Dear Mr. Preston,

I am employed with Precision Office Supplies in the capacity of an assistant bookkeeper. According to the employment contract I signed before accepting this position, I have to leave the office no earlier than 5:00 pm Mondays through Fridays.

However, I have suffered a dental emergency with a loose crown that resulted in the abscess of a tooth, which has necessitated that I see the dentist at 2:00 pm, roughly 3 hours from the stipulated deadline.

In light of this dental emergency, I ask you to allow me to leave the office earlier than usual. I am willing to come into work an hour early to make up the time for the rest of the week.

I would appreciate hearing from you at your earliest convenience to confirm my scheduled appointment to address this uncomfortable dental health concern.

Respectfully,

Jan Thomas