

# Basic Email Templates

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## Leave Request

Subject: Leave Request for **[Date]**

Hi **[Manager's Name]**,

I would like to take leave on **[Dates]**. Please approve my leave.

Thank you.

Regards,  
**[Your Name]**

## Absent from Work

Subject: Absent from Work Today

Hi **[Manager's Name]**,

I need permission to leave work early today at **[time]** because **[reason]**. I will return on **[next working day]**. Please consider.

Thank you.

Regards,  
**[Your Name]**

## Machine Problem Report

Subject: Machine Not Working

Hi **[Manager's Name]**,

**[Machine Name]** is not working. Please check or send a repair person.

Thank you.

Regards,  
**[Your Name]**

## Request for Salary Slip

Subject: Request for Salary Slip for **[Month]**

Hi **[HR Name]**,

Please send me my salary slip for **[Month]**.

Thank you.

Regards,  
**[Your Name]**

## Safety Issue Report

Subject: Safety Problem at Work

Hi **[Manager's Name]**,

I see a safety problem in **[location]**. Please check and fix it soon.

Thank you.

Regards,  
**[Your Name]**

## Daily Work Report

**Subject:** Daily Work Report – [Date]

Hi **[Manager's Name]**,

Today, I worked on **[task]**. I completed **[mention what is done]**.

Thank you.

Regards,  
**[Your Name]**