**[Employee permission form from work](https://namozagy.com/نموذج-استئذان-موظف-من-العمل/)**

Dear Mr. / Director of the Department of …………………………

I request you to kindly and agree to grant me permission to leave from the hour ……….…… to the hour ……………… and for the day …………………… corresponding to ………/….…/…….. for the following reasons.

.....................................................................……………………………

And Yours sincerely.

Introduction to you

name: ..................................................................................

Occupation: ........................................................................

Job number: ……………………………………………………………………

Editing on ………/………/……….

Signature: ..................................................

The opinion of the direct manager: ………………………….…………………………………

The signature of the direct manager

……………………………………………………….

The signature of the personnel specialist

…………………………………… …….