**[Employee permission form from work](https://namozagy.com/%D9%86%D9%85%D9%88%D8%B0%D8%AC-%D8%A7%D8%B3%D8%AA%D8%A6%D8%B0%D8%A7%D9%86-%D9%85%D9%88%D8%B8%D9%81-%D9%85%D9%86-%D8%A7%D9%84%D8%B9%D9%85%D9%84/)**

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

…………………………………… …….