**Half-Day Leave Application**

Subject: Half-Day Leave Application

Dear Mr./Mrs. Supervisor/Manager Name,

I would like to inform you that I cannot able to come to the office on time on [Date]. Since I have an appointment for my eye checkup. As I got the appointment in the morning time, I will reach the office around 1:30 PM. Then, I will try to finish my work as much as possible.

I am sure the team will manage everything in my absence. Please contact me at the given number for any queries related to work.

Sincerely,

[Employee Name]