



Essential Workplace Emails

5 Ready-to-Use Templates

for Every Employee

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Clear and professional emails help employees communicate efficiently at work. Whether you're requesting leave, scheduling a meeting, or asking for IT support, writing the right email saves time and avoids confusion.

This eBook provides seven simple email templates for common employee needs. Just use these ready-made emails to communicate effectively and professionally in any situation.





TEMPLATE 1

Leave Request Email

- Employees often need to request leave for personal, medical, or family reasons.
- This email ensures a formal request while maintaining professionalism.

Subject: Leave Request for [Date(s)]

Dear [Manager's Name],

I hope this email finds you well. I would like to request leave on [date(s)] due to [brief reason, e.g., personal reasons, medical appointment, family commitment].

Please let me know if you need any further details or if I should arrange for work coverage during my absence.

Looking forward to your approval.

**Best regards,
[Your Name]**





TEMPLATE 2

Work-from-Home Request Email

- Sometimes, employees may need to work from home due to minor illness, personal obligations, or logistical issues.
- A formal email ensures clear communication with the manager.

**Subject: Request to Work from Home on
[Date]**

Dear [Manager's Name],

I hope you're doing well. I would like to request to work from home on [date] due to [reason, e.g., personal obligations, minor illness, home maintenance].

I will be available during work hours and ensure all tasks are completed as usual. Please let me know if this is feasible.

Looking forward to your confirmation.

**Best,
[Your Name]**





TEMPLATE 3

Resignation Notice Email

- When an employee decides to leave a company, a resignation email formally notifies the manager and helps facilitate a smooth transition.

Subject: Resignation Notice – [Your Name]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company Name], effective [Last Working Day, usually two weeks from the date].

It has been a pleasure working with the team, and I truly appreciate the opportunities and support I have received.

Please let me know how I can assist during the transition. I look forward to staying in touch.

Sincerely,
[Your Name]





TEMPLATE 4

Request for Salary Slip

- Employees often need their salary slip for personal records, financial planning, or loan applications. This email helps request it formally from HR.
- You can also use 'Runtime Workman' employee self service app to download your salary slips.
- Visit: runtimehrms.com to know more!

Subject: Request for Salary Slip for [Month & Year]

Dear [HR Manager's Name],

I hope you are doing well. I would like to request my salary slip for [month & year] for my records. Please let me know if any further details are needed.

Thank you for your help.

**Best regards,
[Your Name]**





TEMPLATE 5

Appreciation Email to Colleague

- Expressing gratitude to a colleague for their help or support boosts workplace morale and strengthens professional relationships.

Subject: Thank You for Your Support!

Dear [Colleague's Name],

I just wanted to take a moment to appreciate your help with [specific task/project].

Your support and teamwork made a big difference, and I truly value working with you.

Looking forward to collaborating again soon!

**Best,
[Your Name]**





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