

英语请假条的写法 PDF转换可能丢失图片或格式，建议阅读原文

https://www.100test.com/kao_ti2020/274/2021_2022__E8_8B_B1_E8_AF_AD_E8_AF_B7_E5_c67_274413.htm

在现代办公生活中，我们越来越多地会用到英语，用英语发邮件，用英语写记录报告，或者用英语向上司写假条。本期“乘兴走笔”就来跟大家讲讲如何用英语写假条，也就是提前请假的状况下应该怎样写假条。首先，假条的上方还是应该按照半正式的格式写上如下信息：

To：假条是递给谁的 From：请假人 Date：写假条的日期(注意不是请假的日期) Subject：写上请假字样

假条开头范例如下： To: Peter Stone, Manager From: Lynn Chen, Financial Department Date: April 2nd, 2004 Subject: Casual

Leave of Absence 其次，在您的请假信第一段，应该开门见山但是有礼貌地提出请假。第一段要中心明确，写清您要请假的日期。

第一段范例如下： Peter, I would like to know if I could ask for a casual leave of absence for one day on April 4th, this

Wednesday. 然后，在假条的第二段，您应该简单明了陈述请假的原因事由。注意叙述清楚明白，并尽可能表示对此带来工作不便的歉意。

第二段范例如下： This morning I received a telephone call from my dentist, urging me to come to his practice for

immediate treatment of my teeth. I have been experiencing a stinging pain, depriving me of my sleep during the past fortnight. The

situation could worsen, should infection occur. Concerning my workload: As Wednesday is not as busy as the other weekdays, I

think a one-day leave this Wednesday may be the best solution. I apologize for the inconvenience my absence from work may cause.

接着，在假条的最后一段，应写上您希望获得准假的句子，或者具体等候答复的时间。最后一段范例如下：Thanks. I will call you at 1:30p.m. or you can call me at any time. 好，把以上几段综合起来，就是一则请假条，看看，是不是很简单？写得成功的请假条，能充分表明您是一个认真负责有条理的人，所以请多多练习吧。100Test 下载频道开通，各类考试题目直接下载。详细请访问 www.100test.com