

如何用英语写请假条 PDF转换可能丢失图片或格式，建议阅读原文

[https://www.100test.com/kao\\_ti2020/646/2021\\_2022\\_\\_E5\\_A6\\_82\\_E4\\_BD\\_95\\_E7\\_94\\_A8\\_E8\\_c96\\_646220.htm](https://www.100test.com/kao_ti2020/646/2021_2022__E5_A6_82_E4_BD_95_E7_94_A8_E8_c96_646220.htm) 生活中难免会出现意外事件。比如，你突然生病了，或者是发生重要事件，这些都可能让你没法工作，那就只好请假啦。如果领导你的是老外上司，那该如何写一个英文请假条呢？Don't worry! 看了下面的内容，你就知道怎么写了。首先，要在假条的上方写明假条是递给谁的 To：假条是递给谁的 From：请假人 Date：写假条的日期（注意可不是请假的日期，不要弄混了哦！） Subject：写上请假字样 例如： To: Peter Stone, Manager From: Lynn Chen, Financial Department Date: May 22nd, 2006 Subject: Casual Leave of Absence 其次，在假条的第一段，要开门见山但是有礼貌地提出请假，要写清你要请假的日期。例如： Peter, I would like to know if I could ask for a casual leave of absence for one day on May 24th, this Wednesday. 然后，在假条的第二段，你要简单明了地陈述请假的原因事由，并且要表达对此给工作带来不便的歉意。例如： 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，要写上你希望获得准假

的请求，或者具体等候答复的时间。例如：Thanks. I will call you at 1:30p.m. Or you can call me at any time. 把以上几段综合起来，就是一则请假条。也没想像的那么难吧！相关推荐：  
#0000ff>如何得体的催促别人 #0000ff>职场英语感谢语大全  
#0000ff>白领办公室英语必杀技 #0000ff>五招教你搞定专横老板  
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