



YOUR GUIDE TO
REQUESTING A DAY
OFF FOR
EID-AL FITR



Email template on the third slide





DID YOU KNOW...

You're protected under Title VII of the Civil Rights Act of 1964? This law allows you to take time off for religious holidays.

With Eid just around the corner, swipe right to learn how to professionally request the day off.



REQUESTING EID OFF EMAIL TEMPLATE

Subject: Day off for Eid Al-Fitr

Dear [Insert Manager Name],

The Islamic holiday, Eid al-Fitr, is approaching and is projected to happen on Wednesday, April 10. Eid al-Fitr is a religious holiday that honors the end of Ramadan, the month of fasting, and like many holidays is a day spent with family, friends, and the greater community. I am reaching out to you to request this day off.

In requesting a day off, I also want to emphasize that the day may be subject to change as Muslims go by the lunar calendar. Eid may fall on Tuesday, April 9 or Wednesday, April 10; in either case, I will work with you and the team to ensure all my duties are covered while I am out of the office.

Please let me know if you have any questions or concerns and I will be happy to discuss them with you further. I look forward to hearing from you! Thank you.

Sincerely,

[Your Name]



