GRAND THEFT AUTO VI
RELEASE TIME-OFF REQUEST

Dear ..... ,

I am writing to formally request two days of leave on 19 and 20 November. I remain fully committed to my responsibilities at ..... and to maintaining the high standards of my work. However, the release of **Grand Theft Auto VI** is a once-in-a-lifetime event I've been looking forward to for more than a decade. Taking time off to experience it would help me recharge and maintain my long-term enthusiasm and well-being.

I also want to be honest about how the release might affect my work if I don't take time off:

- **Sleep deprivation and fatigue:** I expect I'll stay up late playing after work, which could leave me tired during the day and affect my usual efficiency.
- **Personal well-being:** If I devote all my free time to the game, my self-care routines may suffer, which could affect my performance at work.
- **Difficulty maintaining focus:** The excitement around the release may distract me during work hours and affect my concentration and productivity.
- **Increased stress:** Balancing my excitement with my work commitments could add stress and affect my decision-making.

To make sure my responsibilities are covered, I'd be happy to discuss one of the following options:

1. **Adjusted work hours:** I could work an additional 20 minutes per day until the requested week, accumulating enough hours to cover the time off.
2. **Consideration as an exceptional leave request:** Given the significance of this long-awaited release, I'd appreciate your consideration in approving the week without using my regular vacation days.
3. **Weekend or after-hours work:** I could work additional hours in the weeks leading up to my leave to help ensure that my projects and responsibilities remain on track.

I'm confident we can find an arrangement that supports both my work commitments and this important personal milestone. I value my role at [Company Name] and remain committed to doing my best work. I'd be happy to discuss this proposal at your convenience. Please let me know your decision in writing.

Thank you for your time and understanding.

Sincerely,

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