Date

**Advise Unavailability (casual staff)**

Dear Manager/Supervisor Name,

This letter is to advise I will be unavailable for X days/hours, effective from First Date. I need this time off to study and sit my exams / to support my family / to meet pre-existing obligations / to attend medical or other appointments / to move house / etc.

I plan to return on Date. I believe my colleagues will be available to cover my absence. I will be available for extra shifts after this date, if required.

If you require more information, I can be contacted on mobile/email. Thank you for your understanding.

Yours sincerely,

Your Name