

[Your Organization's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Approval of FFCRA Leave Request

We are writing to inform you that your request for leave under the Families First Coronavirus Response Act (FFCRA) has been approved. Below are the details of your leave:

****Leave Period:****

Start Date: [Start Date]

End Date: [End Date]

Total Days Approved: [Number of Days]

****Reason for Leave:****

[Reason (e.g., child care, personal illness)]

We appreciate your timely notification of this request, and we understand the importance of this leave for you and your family. During your absence, please ensure that any necessary work handover is completed to maintain workflow.

Should you have any questions regarding your leave or need assistance during your time away, please do not hesitate to reach out to [HR Contact Name/Department] at [HR Contact Email/Phone Number].

Thank you for your dedication to your work and for keeping us informed during this time. We wish you all the best.

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization]

[Your Contact Information]

[Optional: Attach any additional relevant documents or information]