

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Approval of Leave Request

We are pleased to inform you that your request for leave from [Start Date] to [End Date] has been approved. Please ensure that all pending work is completed before your leave begins and that any necessary handover is communicated to your team.

Should you need any further assistance or have any questions regarding your leave, feel free to reach out to [HR/Manager's Name] at [Contact Information].

Thank you for your attention, and we wish you a restful time off.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]