

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: PTO Request Approval

I am writing to formally notify you that your request for Paid Time Off (PTO) from [Start Date] to [End Date] has been approved.

Please ensure that all necessary work is delegated and that your responsibilities are covered during your absence. If you have any further questions or need assistance, feel free to reach out.

Thank you for your attention to these matters. Enjoy your time off!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]