

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's 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 tasks are delegated accordingly and any important responsibilities are covered during your absence.

We wish you a restful and enjoyable time off. Should you have any further questions or concerns, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

[Company Seal/Signature if required]