

Annual Leave Approval Notice

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

This letter serves to formally notify you that your request for annual leave from [Start Date] to [End Date] has been approved.

Please ensure that all your responsibilities are managed prior to your leave and that necessary arrangements are made for coverage during your absence.

If you have any questions or need further assistance, please do not hesitate to reach out.

Wishing you a pleasant time off.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]