

Holiday Leave Confirmation

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Address]

Dear [Subcontractor's Name],

We are writing to confirm your holiday leave request submitted on [Insert Request Date]. We have reviewed your request and are pleased to inform you that your leave has been approved.

Your approved leave period is from [Start Date] to [End Date]. During this time, please ensure all necessary arrangements are in place to manage your responsibilities effectively.

If you have any further questions or need assistance, feel free to reach out.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]