

# Time-Off Approval

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that your request for vacation leave from [Start Date] to [End Date] has been approved.

Please ensure that all responsibilities are handed over to your team members prior to your departure. If you have any questions or need further assistance, feel free to reach out.

We hope you have a wonderful and relaxing vacation!

Best regards,

[Your Name]

[Your Position]

[Company Name]