

# Approval of Absence

Date: [Insert Date]

To: [Coworker's Name]

From: [Your Name]

Subject: Approval of Your Absence

Dear [Coworker's Name],

I am writing to formally approve your absence from work during your scheduled vacation from [start date] to [end date]. Your request has been reviewed and granted as per company policy.

We appreciate your advance notice and commitment to your responsibilities. Please ensure that all your duties are covered and that your ongoing projects are managed appropriately before your departure.

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

Wishing you a wonderful vacation!

Best regards,

[Your Name]

[Your Position]

[Your Company]