

Leave Confirmation Letter

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Confirmation of Statutory Holiday Leave Request

Dear [Employee Name],

We are pleased to confirm your request for leave on [Insert Dates] for the statutory holiday. We appreciate your advance notice and have made the necessary arrangements to ensure that your responsibilities are covered during your absence.

Please ensure that any pending tasks are completed or delegated before your leave begins.

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

Thank you for your hard work and commitment to the team.

Sincerely,

[Manager/Supervisor Name]

[Job Title]

[Company Name]