

Annual Leave Approval Confirmation

Date: [Date]

[Employee Name]

[Employee Position]

[Company Name]

[Company Address]

Dear [Employee Name],

We are pleased to confirm your annual leave request from [Start Date] to [End Date]. Your leave has been approved in accordance with our company policies.

Please ensure that all your duties are managed prior to your leave, and inform your team about your absence. If you have any urgent matters, please address them before your time off.

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

We wish you a pleasant and restful leave.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]