

Approval of Unpaid Leave Request

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Approval of Unpaid Leave

Dear [Employee's Name],

I am writing to inform you that your request for unpaid leave from [Start Date] to [End Date] has been approved. We appreciate your advance notice and the arrangement you've made to ensure that your responsibilities are covered during your absence.

Please remember to finalize any outstanding tasks and update your team before your leave. We wish you the best during this time and look forward to your return on [Return Date].

Thank you for your dedication and hard work.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]