

# Conditional Approval of Unpaid Leave Request

Dear [Employee's Name],

We are writing to inform you that your request for unpaid leave from [start date] to [end date] has been conditionally approved. This approval is subject to the following conditions:

- You must ensure that all your current projects and responsibilities are handed over to [Colleague's Name] prior to your leave.
- All pending tasks must be completed by [completion date].
- You will remain reachable by email for any urgent matters during your time off.

Please confirm your acceptance of these conditions by [response date]. Failure to comply may result in revocation of leave approval.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]