

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Thank you for your recent request for unpaid leave from [start date] to [end date]. We appreciate your transparency in communicating this matter.

After reviewing your request, we have considered the impact on team operations and your current workload. We understand the importance of taking time off when needed and value your dedication to the company.

We are pleased to inform you that your request for unpaid leave has been approved. Please ensure that all your responsibilities are delegated or managed appropriately before your leave begins.

If you have any further questions or need assistance during this period, do not hesitate to reach out.

Best regards,

[Your Name]

[Your Title]

[Company Name]