

Annual Leave Approval Confirmation

Dear [Employee Name],

We are pleased to inform you that your request for annual leave from [Start Date] to [End Date] has been approved. We appreciate your timely notice and planning.

Please ensure that all necessary tasks are delegated and that your responsibilities are managed during your absence.

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

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]