

Extended Leave Approval Notice

Date: [Insert Date]

To: [Employee Name]

Department: [Department Name]

Dear [Employee Name],

We are writing to inform you that your request for extended leave from [Start Date] to [End Date] has been approved. We appreciate your advance notice and understand the importance of this time away from work.

Please ensure that you complete any pending work and hand over your responsibilities to [Colleague's Name] before your departure. Should you need to contact the office during your leave, please feel free to reach out via email.

We wish you all the best during your time off and look forward to your return on [Return Date].

Best regards,

[Your Name]

[Your Position]

[Company Name]