

Holiday Time Off Approval

Dear [Employee's Name],

We are pleased to inform you that your request for holiday time off from [Start Date] to [End Date] has been approved.

Please ensure that all your responsibilities are managed before your departure to maintain a smooth workflow in your absence.

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

Enjoy your holiday!

Best regards,

[Your Name]

[Your Position]

[Company Name]