

Leave Approval Update

Dear [Employee's Name],

This is to inform you that your request for leave from [start date] to [end date] has been approved.

You are expected to return to work on [return date]. If you have any questions or need further assistance, please feel free to reach out.

Thank you for your contributions and have a great time off!

Best regards,
[Your Name]
[Your Position]
[Company Name]