

# Approval of Personal Leave Request

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Approval of Personal Leave Request

Dear [Employee's Name],

We have received your request for personal leave from [Start Date] to [End Date]. After reviewing your request, I am pleased to inform you that your leave has been approved.

Please ensure that all your responsibilities are managed before your departure and that you provide clear handover notes to your colleagues.

Should you need any further assistance during your leave period, feel free to reach out via email.

Wishing you the best during your time away.

Best regards,

[Manager's Name]

[Manager's Position]

[Company Name]