

PTO Approval Confirmation

Dear [Employee's Name],

We are pleased to inform you that your request for Paid Time Off (PTO) from [start date] to [end date] has been approved. We hope you enjoy your time away from work.

Please ensure that you complete any outstanding tasks and delegate responsibilities as necessary before your leave.

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

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