

Time Off Request Approval Notification

Dear [Employee's Name],

We are pleased to inform you that your request for time off has been approved. You will be on leave from [Start Date] to [End Date]. Please ensure that all your responsibilities are managed before your departure.

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

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]