

# Vacation Leave Approval

Dear [Employee's Name],

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

Please ensure that all your responsibilities are managed prior to your departure, and feel free to reach out if you have any questions or need assistance.

We hope you enjoy your time off!

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