

Annual Leave Approval Confirmation

Date: [Insert Date]

Dear [Employee's Name],

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

Please ensure that all your responsibilities are handled before your departure, and communicate your absence to your team.

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

Wishing you a restful and enjoyable time off.

Sincerely,

[Your Name]

[Your Position]

[Company Name]