

# Time-Off Request Confirmation

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to confirm that your time-off request has been approved. Your scheduled time off is as follows:

- Start Date: [Insert Start Date]
- End Date: [Insert End Date]
- Total Days: [Insert Number of Days]

During your absence, please ensure that all your responsibilities are delegated appropriately and inform your team of your leave. Should you have any questions or require further assistance, feel free to reach out.

Thank you for your attention to this matter, and enjoy your time off!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]