

# Holiday Leave Acknowledgment

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Acknowledgment of Holiday Leave Request

Dear [Employee's Name],

We have received your request for holiday leave from [start date] to [end date]. We are pleased to inform you that your leave has been approved.

Please ensure that all necessary arrangements are made to cover your responsibilities during your absence. We hope you enjoy your time off.

Best regards,

[Manager's Name]

[Title]

[Company Name]