

Leave Application Approval

Date: [Insert Date]

To,

[Employee Name]

[Employee Position]

[Employee Department]

[Company Name]

[Company Address]

Dear [Employee Name],

We are pleased to inform you that your leave application dated [Insert Application Date] for the period of [Start Date] to [End Date] has been approved. We understand the importance of this time away and support your need for leave.

Please ensure that all your responsibilities are managed prior to your leave, and inform your team members of your absence. Do not hesitate to reach out for any urgent matters during your time off.

We hope you have a restful and fulfilling time during your leave.

Thanks and regards,

[Manager's Name]

[Manager's Position]

[Company Name]