

Leave Days Endorsement

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Endorsement of Leave Days

Dear [Recipient's Name],

I am writing to formally endorse the leave days requested by [Employee's Name], who has submitted a request for leave from [Start Date] to [End Date]. After considering the circumstances and the impact on our operations, I support this leave request.

I believe that this time off will benefit [Employee's Name] and allow them to return revitalized and more productive. Please proceed with the necessary arrangements and approvals.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]