

PTO Confirmation

Date: [Insert Date]

Dear [Employee's Name],

This letter is to confirm your Paid Time Off (PTO) request from [Start Date] to [End Date]. Your absence has been approved, and we hope you enjoy your time away.

Please ensure that all necessary tasks are delegated and that your responsibilities are managed in your absence.

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

Best regards,

[Your Name]

[Your Position]

[Company Name]