

Annual Leave Approval

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Approval of Annual Leave

Dear [Employee Name],

We are pleased to inform you that your request for annual leave from [Start Date] to [End Date] has been approved. During this period, you are entitled to [number of days] days of leave.

Please ensure that all your responsibilities are managed prior to your leave, and inform your team about your absence. Any urgent matters can be directed to [Name of backup].

We hope you have a refreshing and enjoyable time off.

Best regards,

[Your Name]

[Your Position]

[Your Company]