

Vacation Days Confirmation

Date: [Insert Date]

Dear [Employee Name],

This letter is to confirm your vacation days request as follows:

- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date]
- **Total Days Approved:** [Insert Total Days]

Please ensure that all responsibilities are delegated during your absence and that your workload is manageable before your time off.

If you have any questions or need further assistance, do not hesitate to reach out.

Thank you for your hard work!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]