

Leave Approved Notification

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Approved Leave Days Notification

Dear [Employee's Name],

We are pleased to inform you that your request for leave has been approved. You are granted leave from [Start Date] to [End Date].

Please ensure that all necessary arrangements are made for your responsibilities during your absence. Feel free to reach out if you have any questions.

Best regards,

[Manager's Name]
[Manager's Position]
[Company Name]