

Approved Time Off Notice

Dear [Employee's Name],

We are writing to confirm that your request for time off has been approved. You are scheduled to be away from the office from [Start Date] to [End Date].

Please ensure that all of your responsibilities are delegated appropriately during your absence.

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

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]