

# Leave Request Acknowledgment

Date: [Insert Date]

To: [Employee Name]

Subject: Acknowledgment of Leave Request

Dear [Employee Name],

We have received your leave request submitted on [Insert Request Date] for the period of [Insert Leave Dates]. We are pleased to inform you that your leave has been approved.

Details of your leave are as follows:

- **Leave Type:** [Insert Leave Type]
- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date]

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

Best regards,

[Your Name]

[Your Position]

[Company Name]