

# Extended Leave Approval Update

Dear [Employee's Name],

We are writing to inform you that your request for extended leave from [start date] to [end date] has been approved.

Please ensure that all necessary handovers and arrangements are made prior to your leave. Should you need further assistance or have any queries, feel free to reach out to your supervisor.

Wishing you a restful time off.

Best regards,

[Your Name]  
[Your Position]  
[Company Name]