

Holiday Leave Approval

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are pleased to inform you that your request for holiday leave from [Start Date] to [End Date] has been approved. We appreciate your planning in advance to ensure a smooth workflow during your time away.

Please ensure that all necessary handover procedures are completed and that your team is informed of your absence.

Should you have any further questions regarding your leave, feel free to reach out.

Wishing you a wonderful and refreshing holiday!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]