

# Leave Application Approval

Date: [Insert Date]

Dear [Employee's Name],

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

Please ensure that all your responsibilities are managed before your leave begins. Should you have any questions or require further assistance, feel free to reach out.

Wishing you a restful time off.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]