

Personal Leave Request Approval

Date: **[Insert Date]**

To: **[Employee's Name]**

From: **[Manager's Name]**

Subject: Approval of Personal Leave Request

Dear [Employee's Name],

I am writing to inform you that your request for personal leave from [start date] to [end date] has been approved. We appreciate your advance notice and understand the importance of taking this time off.

Please ensure that all necessary arrangements are made to cover your responsibilities during your absence. Should you need any further assistance or if your plans change, do not hesitate to reach out.

Wishing you a restful break.

Sincerely,

[Manager's Name]

[Manager's Position]

[Company Name]