

Vacation Leave Approval Confirmation

Date: [Insert Date]

To: [Employee Name]

From: [Manager's Name]

Subject: Vacation Leave Approval Confirmation

Dear [Employee Name],

We are pleased to inform you that your request for vacation leave from [Start Date] to [End Date] has been approved. We hope you enjoy your time off and return refreshed.

Please ensure that all your responsibilities are managed appropriately during your absence. If you have any questions, feel free to reach out.

Best regards,

[Manager's Name]

[Manager's Position]

[Company Name]

[Contact Information]