

Annual Leave Request Acceptance

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that your request for annual leave from [Start Date] to [End Date] has been approved. We appreciate your advance notice and planning.

Please ensure that all your duties are up to date before you leave and provide any necessary instructions to your colleagues during your absence.

Should you have any questions or need further assistance, feel free to reach out.

Enjoy your time off!

Sincerely,

[Your Name]

[Your Position]

[Company Name]