

Holiday Absence Approval

Date: [Insert Date]

To: [Employee Name]

Department: [Employee Department]

Subject: Approval of Holiday Absence

Dear [Employee Name],

We are pleased to inform you that your request for holiday absence from [Start Date] to [End Date] has been approved.

Please ensure that all your responsibilities are managed accordingly before your departure. If you have any further questions, feel free to reach out.

Wishing you a joyful and restful holiday!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]