

Holiday Leave Acknowledgment

Date: [Insert Date]

To: [Employee's Name]

Subject: Acknowledgment of Holiday Leave Request

Dear [Employee's Name],

We are writing to acknowledge your request for holiday leave from [start date] to [end date]. Your leave has been approved, and we appreciate your notification in advance.

During your absence, please ensure that all tasks are delegated and any responsibilities are covered. If you have any questions or concerns, feel free to reach out before you leave.

Thank you for your attention and wishing you a wonderful holiday!

Best regards,

[Your Name]

[Your Position]

[Company Name]