

# **Holiday Request Approval Notification**

Dear [Employee's Name],

We are pleased to inform you that your holiday request for the period of [Start Date] to [End Date] has been approved. We hope you enjoy your time off and have a wonderful holiday!

Please ensure that all your responsibilities are managed prior to your leave. If you have any questions or need further assistance, feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]