

Holiday Time-Off Grant

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that your request for holiday time-off has been approved. You are granted leave from [Start Date] to [End Date].

Please ensure that all your responsibilities are managed before your departure and inform your team about your absence.

We appreciate your hard work and dedication to the company. Enjoy your holiday!

Best regards,

[Your Name]

[Your Position]

[Company Name]