

Time-Off Request Acknowledgment

Date: [Insert Date]

Dear [Employee's Name],

We have received your request for time off from [start date] to [end date]. We appreciate your advance notice and will review your request in accordance with our company policy.

You will receive a confirmation of your time-off approval or any necessary adjustments by [insert response date]. If you have any questions in the meantime, please feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]