

Vacation Approval Response

Dear [Employee's Name],

Thank you for your request for vacation time from [start date] to [end date]. We have reviewed your request and I am pleased to inform you that your vacation has been approved.

We appreciate your dedication to your work and we hope you enjoy your time off. Please ensure that all your responsibilities are covered before you leave.

If you have any questions or need further assistance, feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]