[Company Name]

[Company Address]

[City, State, ZIP Code]

[Employee Name]

[Employee Address]

[Date]

**Subject: Approval of Leave Request**

Dear [Employee Name],

We are pleased to confirm that your leave request dated [Date of Request] has been approved. Your leave period will be as follows:

* Start Date: [*Start Date of Leave*]
* End Date: [*End Date of Leave*]
* Total Leave Days: [*Number of Leave Days Approved*]

During your absence, [Manager’s Name/Contact Person] will oversee your responsibilities and serve as the primary point of contact for any urgent matters. Please ensure all outstanding tasks are completed or transitioned appropriately before your leave begins.

If you have any questions or need further assistance regarding your leave arrangements, feel free to contact [HR Contact Name] at [Email Address/Phone Number].

We hope you have a restful and fulfilling time during your leave.

[NAME]

[TITLE]

[COMPANY NAME]

Signature: .........................................