Sample Leave of Absence Approval Letter

[Your Name]

[Your Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Leave of Absence Approval

I am writing to confirm that your request for a leave of absence from [Start Date] to [End Date] has been approved. We understand and support the importance of work-life balance and appreciate your proactive approach in seeking time off.

Please review the attached leave guidelines and ensure that all necessary arrangements are made to ensure a smooth transition during your absence. If any urgent matters arise during your leave, please provide contact details for the appropriate point of contact.

We look forward to your return and hope you have a restful and rejuvenating leave.

Best regards,

[Your Name]

[Your Title]