Sample Leave Extension Approval Letter

[Your Name]

[Your Title]

[Company/Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Leave Extension Approval

I am writing to confirm the approval of your request for a leave extension from [Original End Date] to [New End Date]. We understand the importance of your circumstances and are glad to accommodate your needs.

Please consider this email as formal confirmation of your leave extension approval. Ensure that any necessary arrangements are made to ensure a smooth transition during your absence. If any urgent matters arise during your extended leave, please provide contact details for the appropriate point of contact.

We appreciate your dedication to your role and look forward to your return.

Best regards,

[Your Name]

[Your Title]