

Leave Approval Message

Subject: Your Leave Request - Approved

Hi [Employee Name],

Great news! Your leave request for [dates] has been approved.

Please ensure that you complete the following before your departure:

- Hand over ongoing tasks to [backup person]
- Update the team calendar
- Set your out-of-office auto-reply
- Brief [supervisor/colleague] on any urgent matters

Enjoy your time off, and we'll see you back on [return date]. You've earned this break!

Best,

[Manager Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/approval-letter>