

Formal approval of employee leave request

Subject: Approval of Your Leave Request

Dear [Employee's Name],

I am writing to formally confirm that your request for leave from [start date] to [end date] has been approved. During this period, your responsibilities will be temporarily reassigned to ensure continuity of work.

Please ensure that you complete all pending tasks before your leave begins and hand over any ongoing projects to your designated colleague. We value your contributions and trust that your absence will not disrupt our operations.

We wish you a restful and productive time away. Should you need any further support, please feel free to reach out.

Sincerely,

[Employer's Name]

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