Simple and quick leave approval email

Subject: Leave Approved

Hi [Employee's Name],

This is to confirm that your leave request from [start date] to [end date] has been approved. Please make sure to update your team about any pending work before you leave.

Enjoy your time off!

Best regards,

[Manager's Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/approved-leave-of-absence-letter-from-employer