

Supportive medical leave approval

Subject: Approval of Medical Leave

Dear [Employee's Name],

I want to let you know that your request for medical leave from [start date] to [end date] has been approved. Your health and well-being are of utmost importance to us, and we encourage you to take the time you need to recover fully.

Please don't worry about your workload; your team will handle your responsibilities in your absence. Wishing you a smooth and speedy recovery.

Warm regards,

[Employer's Name]

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