## Casual tone leave approval message

Subject: Leave Approved :)

Hey [Employee's Name],

Got your leave request, and it's all good! You're free from [start date] to [end date]. Just wrap up anything urgent before you head out.

Enjoy your break and come back refreshed!

Cheers,

[Manager's Name]

## Get more templates here:

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