

Provisional leave approval

Subject: Provisional Leave Approval

Dear [Employee's Name],

Your request for leave from [start date] to [end date] has been provisionally approved. This approval is subject to the submission of the required documents (such as medical certificates, travel plans, or other supporting papers).

Please provide these documents no later than [deadline date]. Once verified, your leave will be fully confirmed.

Thank you for your cooperation.

Sincerely,

[Employer's Name]

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