

Leave Approval Notification Letter

Subject: Leave Approval Confirmation

Dear [Employee Name],

This is to confirm that your request for leave from [start date] to [end date] has been approved.

Please ensure that all your current tasks are delegated or completed before your leave.

We hope you have a restful time off and return refreshed.

Warm regards,

[Your Name]

[Your Position]

[Company Name]

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