

Leave Acceptance Letter

Dear [Employee Name],

I am pleased to inform you that your request for leave from [start date] to [end date] has been approved. You are entitled to [number of days] days of leave, which will be deducted from your leave balance.

Please ensure that you complete all your pending work before you go on leave. If you have any handover notes or responsibilities, please provide them to your designated colleagues.

During your absence, we will ensure that your duties and responsibilities are handled appropriately.

Thank you for informing us of your plans and for giving us sufficient notice to plan accordingly.

We wish you a relaxing and enjoyable leave.

Best regards,

[Manager Name]

[Manager Title]