

# Professional acceptance of leave request

Subject: Leave Request Approval

Dear [Employee Name],

This is to formally inform you that your request for leave from [Start Date] to [End Date] has been approved. Please ensure that all pending tasks are handed over appropriately before your departure.

We wish you a restful and productive leave.

Sincerely,

[Manager Name]

[Position]

[Company Name]

**Get more templates here:** <https://www.lettersandtemplates.com/letters/leave-acceptance-letter>