

Warm and friendly leave acceptance

Subject: Leave Approval and Best Wishes

Dear [Employee Name],

We are happy to approve your leave from [Start Date] to [End Date]. Wishing you a restful break and enjoyable time with your loved ones.

Looking forward to your return refreshed and energized.

Warm regards,

[Manager Name]

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