

Leave Acknowledgement Letter

Dear [Employee Name],

I am writing to acknowledge that we have received your request for leave that you submitted on [Date]. Your request for leave has been approved, and you are scheduled to be on leave from [Start Date] to [End Date].

We appreciate you taking the time to submit your request in advance and providing us with sufficient notice. This will allow us to make the necessary arrangements to ensure that your workload is adequately covered during your absence.

Please be reminded that during your leave period, you are expected to disconnect from work and focus on resting and rejuvenating. You can contact us if you have any questions or concerns before or during your leave, and we will be happy to assist you.

Thank you for your continued commitment to our organization, and we look forward to your return after your leave.

Best regards,

[Your Name]