

Annual Leave Acknowledgement - Professional

Subject: Acknowledgement of Your Annual Leave Request

Dear [Employee Name],

This email serves to acknowledge receipt and approval of your annual leave request for [dates].

Your leave has been recorded in our system and approved by your supervisor.

We confirm that you have sufficient annual leave balance to cover this period. Your remaining balance after this leave will be [X] days.

Please ensure all pending tasks are completed or properly delegated before your departure. Kindly update your out-of-office message and inform relevant clients of your absence.

We hope you enjoy your time off and return refreshed.

Best regards,

[HR Manager Name]

[Company Name]

Human Resources Department

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