

Personal Leave Acknowledgement - General

Subject: Personal Leave Request - Acknowledged

Dear [Employee Name],

Your personal leave request for [dates] has been received and approved. We understand that personal matters sometimes require time away from work.

Your leave will be recorded as unpaid personal time off. Please ensure all current projects are up to date and any pending deadlines are communicated to your supervisor before your departure.

If you need to extend this leave period, please provide us with as much advance notice as possible.

We appreciate your transparency in requesting this time.

Best regards,

[HR Representative]

[Company Name]

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