

Leave Approval Letter

Dear [Employee Name],

I am writing to inform you that your leave request has been approved. We acknowledge the importance of taking time off from work to rest and recharge, and we are happy to support our employees in maintaining a healthy work-life balance.

Please note that your leave dates are from [Start Date] to [End Date], and we expect you to resume work on [Returning Date]. Kindly ensure that all pending tasks are completed before you proceed on your leave.

We advise that you maintain regular communication with your team during your absence to ensure a smooth handover and continuity of work. Should you need any further assistance or have any concerns, please do not hesitate to contact us.

We wish you a restful and enjoyable time off.

Best regards,

[Your Name]

[Company Name]