

Formal approval with instructions

Subject: Leave Approval Notification

Dear [Employee Name],

We are pleased to inform you that your leave request from [Start Date] to [End Date] has been approved.

Kindly ensure:

- Your pending tasks are completed or handed over.
- Any urgent matters are communicated to your team.
- You update your out-of-office notifications.

Thank you for following the proper procedure.

Sincerely,

[Manager Name]

[Designation]

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