

Formal Leave of Absence Approval

Subject: Approval of Leave of Absence Request

Dear [Employee Name],

This letter confirms that your request for a leave of absence has been approved. Your leave will commence on [Start Date] and conclude on [End Date], for a total duration of [Number] weeks/months.

During your absence, your position will be held open for you, and we expect your return on [Return Date]. Please note that this leave is [paid/unpaid] in accordance with company policy and applicable regulations.

We have arranged for [Colleague Name] to handle your responsibilities during your absence. Please ensure all pending projects and tasks are properly documented and transferred before your departure date.

Your benefits will [continue/be suspended] during this period. For specific questions regarding insurance coverage and other benefits, please contact our HR department at [Contact Information].

We wish you well during this time and look forward to your return to the team.

Sincerely,

[Manager Name]

[Title]

[Department]

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