

Provisional Leave Letter

Dear [Employee Name],

Your request for leave from [Start Date] to [End Date] has been provisionally approved, subject to completion of pending assignments and departmental approval.

Please ensure that all necessary handovers are completed before your departure.

Regards,

[Manager Name]

[Designation]

Get more templates here: <https://www.lettersandtemplates.com/letters/leave-sanction-letter>