

Detailed Leave Letter

Dear [Employee Name],

Your leave from [Start Date] to [End Date] has been sanctioned. Please ensure the following before you leave:

- Handover all ongoing tasks to your colleague [Colleague Name].
- Set up out-of-office notifications on your email and phone.
- Complete any urgent pending work.

We wish you a restful leave period.

Sincerely,

[Manager Name]

[Designation]

[Company/Organization Name]

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