

Manager's Approval of Annual Leave Request

Subject: Annual Leave Request Approved - [Dates]

Dear [Employee's Name],

I am pleased to inform you that your annual leave request from [Start Date] to [End Date] has been approved.

Your preparations for ensuring workflow continuity during your absence are much appreciated.

Please ensure that:

- All handover documentation is completed by [Date]
- Your out-of-office response includes [Colleague's Name] as the primary contact
- Any pending approvals or signatures are completed before your departure

Your updated leave balance will be:

- Days taken: [X]
- Remaining balance: [X] days

We hope you enjoy your time off and return refreshed. Should any unexpected urgent matters arise, we will contact you using the contact information you've provided, though we'll make every effort to avoid disturbing your leave.

Safe travels and enjoy your well-deserved break!

Best regards,

[Manager's Name]

[Title]

[Department]

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