**Vacation Leave Order**

**Order No: [QUID-ORDER-ID]**

**Date: [QUID-ORDER-DATE]**

To:

**[QUID-EMPLOYEE-NAME] [QUID-EMPLOYEE-SURNAME]**

Position: [QUID-EMPLOYEE-POSITION]

**Subject: Grant of Vacation Leave**

Dear [QUID-EMPLOYEE-NAME],

We are pleased to inform you that your request for vacation leave has been approved.

You will be on vacation from [QUID-VACATION-START] to [QUID-VACATION-END].

Please make sure to hand over your tasks before leaving.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [QUID-QR-CODE]

Admin: [QUID-ADMIN-NAME]

Position: [QUID-ADMIN-POSITION]