

# Leave Approval Letter

Dear dunsin taiwo,

We are pleased to inform you that your leave request for 30 days, starting from 2023-12-01 to 2024-01-01, has been approved.

Title of Leave: one month retreat

This decision is based on careful consideration of your request and the current workload. We appreciate your dedication to your work and hope you have a restful and rejuvenating leave.

If you have any further questions or concerns, please feel free to contact the HR department.

Best regards,

Your Company Name