

Leave Request Approval

Dear John Doe,

We are pleased to inform you that your leave request from 2025-03-18 to [EndDate] has been approved. Please ensure that all pending tasks are completed and handed over to your reporting manager before your leave.

In case of any urgent matters, please remain accessible via email at john.doe@email.com. We appreciate your dedication and hope you have a restful and enjoyable time off.

Please make sure to update your return date with your team and inform us in case of any changes in your plans.

We wish you a pleasant break and look forward to having you back.

Best wishes,
Management
HGS