



# GRAND HOLDINGS

info@grandholdings.com

## Annual Leave Approval Letter

**James Spiker**

Human Resources Manager

Email: james@email.com

**November 15, 2053**

**Pamela Horton**

Customer Success Manager

Email: pamela@email.com

Dear **Ms. Horton**,

I am writing to inform you that your request for annual leave from July 1 to July 15 has been approved. We understand the importance of taking time off to recharge and we are pleased to grant you this time.

Please note the following conditions and instructions related to your approved leave:

- Submit a detailed handover report to your supervisor before your departure.
- Ensure that all pending tasks are properly assigned and addressed before you go on leave.
- Make arrangements with your colleagues to cover any ongoing projects or responsibilities during your absence.

In case of any urgent matters that require your attention while you are on leave, please make sure to provide appropriate contact information to your supervisor or a designated colleague who can reach you if necessary.

We trust that you will adhere to the given instructions and will return to work feeling rejuvenated and ready to take on new challenges.

Thank you for your understanding and cooperation in this matter. Enjoy your well-deserved time off.

Sincerely,

**James Spiker**