

# Letter of Approval for a Leave

**[You're Name]**

[Address]

[Letter Date]

**[Recipients Name]**

[Address]

**[Subject: Subject of Letter] -Optional-**

Dear (Recipient's Name),

It is to notify you that your leave has been approved. You're granted a leave of \_\_\_\_ days from [enter date] to [enter date]. You have been working hard and I really appreciate your responsibility towards your work so, I am happily granting you this leave.

Please submit the keys of your cupboard at my office so that in case any documents are required we could easily retrieve them.

Enjoy yourself!

**[You're Name]**

[Senders Title] -Optional-