

Vacation or Leave of Absence Approval Letter

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

I had a meeting with you regarding your leave of absence on [enter date] and I have also received your written application. You have been working very hard since the past [enter period], I find it your due right to now take some time off from work. In compliance with the company's policies and your requested time period, I am hereby granting to a leave of absence for [enter period]. Hope to see you back in [enter month].

Take your time. Enjoy!

[Your Name]

[Senders Title] -Optional-