

[Company Name]  
[Company Address]  
[City, State, Zip Code]

[Date]

[Employee Name]  
[Employee ID]  
[Department]

Subject: Approval of Leave of Absence

Dear [Employee Name],

This letter is to formally notify you that your request for a leave of absence has been approved. As per our discussion, your leave will be effective from [Start Date] through [End Date].

We expect you to return to your position on [Return Date].

During your absence, the following terms will apply:

- Type of Leave: [Paid / Unpaid / FMLA / Medical / Personal]
- Benefits Coverage: [Insert details regarding insurance or benefits status]
- Reporting Requirements: [Insert requirements for check-ins, if any]

Please ensure that all pending tasks and handover notes are shared with [Manager's Name] prior to your departure.

If you have any questions or if your circumstances change, please contact the Human Resources department as soon as possible.

We wish you the best during your leave and look forward to your return.

Sincerely,

[Signature]  
[Name of Approving Officer]  
[Job Title]