

[Current 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 and the documentation provided, your leave is scheduled as follows:

- **Leave Start Date:** [Start Date]
- **Expected Return Date:** [Return Date]
- **Type of Leave:** [e.g., Medical, Personal, FMLA, etc.]

During your absence, this leave will be [Paid / Unpaid / Partially Paid]. You are expected to return to your regular duties on [Return Date]. If you anticipate any changes to your return date, please notify [Manager Name or HR Department] as soon as possible.

Before your leave begins, please ensure that you have completed the following: [List tasks, handover notes, or equipment return requirements].

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

Sincerely,

[Your Signature]

[Your Name]

[Your Job Title]

[Company Name]