To,

[Name of Recipient]

[Designation of Recipient]

Date:

**Subject: Approval Letter for Leave of Absence**

Dear Mr./Mrs. [name of Recipient],

I am very delighted to let you know that your request for leave of absence for [mention number of days] has been approved by the management of [mention Organization name]. Your leave will start from [mention date of start of leave] for the next [mention number of days] consecutive days.

Before leaving, make sure to train your sub-ordinate properly so that he/she will be able to perform your duties during your absence. Best of luck and enjoy your good time.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]