Professional acceptance of leave request

Subject: Le	ave Reque	st Approval
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Dear [Employee Name],

This is to formally inform you that your request for leave from [Start Date] to [End Date] has been approved. Please ensure that all pending tasks are handed over appropriately before your departure.

We wish you a restful and productive leave.

Sincerely,

[Manager Name]

[Position]

[Company Name]

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