Approval for urgent leave request

Subject: Immediate Leave Approval

Dear [Employee Name],

Your request for urgent leave from [Start Date] to [End Date] has been approved. Kindly ensure that your responsibilities are temporarily delegated to a colleague.

Thank you for the timely notification.

Regards,

[Manager Name]

Get more templates here: https://www.lettersandtemplates.com/letters/leave-acceptance-letter