

Employer confirms leave for employee's marriage

Subject: Approval of Marriage Leave

Dear [Employee's Name],

This letter is to confirm the approval of your marriage leave request. You will be granted leave from [start date] to [end date], as per your application.

We congratulate you on this joyous occasion and wish you a blessed married life. Please ensure that all pending tasks are delegated before your leave begins.

Enjoy your celebrations, and we look forward to welcoming you back after your wedding.

Sincerely,

[Manager's Name]

[Title]

[Company Name]

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