

[Date]

[Sender's Name]

[Sender's Title]

[Sender's Company]

[Sender's Address] [Sender's City, State ZIP Code]

[Sender's Phone Number] [Sender's Email Address]

[Recipient's Name]

[Recipient's Title] [Recipient's Company]

[Recipient's Address] [Recipient's City, State ZIP Code]

Dear [Recipient's Name],

I am writing to inform you that we have approved your vacation request for the dates of [dates]. We understand that taking time off is important for your well-being, and we want to ensure that you have the opportunity to recharge and come back to work refreshed.

Please note that you will need to make sure that all your work is up to date and that your colleagues are aware of your absence before you leave. In case of any emergency, we will contact you on your given contact number.

Please let us know if you have any further questions or concerns.

Sincerely,

[Sender's Name] [Sender's Title]

[Sender's signature]