

**Date:**

**To:**

Name .....

Position .....

**Subject:** Approval of Leave Request

Dear .....,

This letter is to formally inform you that your leave request dated ..... has been reviewed and **approved**.

You are granted leave from ..... to ..... .  
Kindly ensure that all assigned duties are properly handed over and that work resumes as scheduled upon your return.

Should there be any changes, please inform the clinic administration in advance.

Wishing you well.

Sincerely,