

Vacation/Leave of Absence Approval Letter

This package contains:

1. Instructions & Checklist for Vacation/Leave of Absence Approval Letter
2. Vacation/Leave of Absence Approval Letter

Instructions & Checklist for Vacation/Leave of Absence Approval Letter

- This package contains (1) Instructions & Checklist for Vacation/Leave of Absence Approval Letter; and (2) Vacation/Leave of Absence Approval Letter;
- This form is designed to assist you in drafting a letter to approve a vacation or leave of absence request.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

I have received your request to be excused from work from [Starting Date] to [Ending Date].

This notification serves as confirmation that your time off has been approved. Please know that you will be missed in your absence, but I wish you the best for your time off. We will look forward to seeing you again when you return.

Should you have any questions or concerns regarding this matter, please feel free to contact me. Otherwise, I thank you for being a valued part of [Company Name].

Sincerely,

[Your Name]
[Title if any or delete if none]