



Dear

I have received your request to be excused from work from _____ to _____.

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

Sincerely,