

# Thomas Livee

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Date: [Insert Date]

**Dear [Recipient's Name],**

This letter is to inform you that your request for leave has been approved.

The approved leave details are as follows:

**Employee Name:** Alex Johnson

**Type of Leave:** Annual Leave

**Leave Start Date:** May 10, 2024

**Leave End Date:** May 20, 2024

**Total Leave Days:** 10

You are expected to resume work on May 21, 2024.

Please ensure that all necessary handovers and approvals are completed prior to the commencement of your leave.

We wish you a restful and enjoyable leave period.

Should you have any questions or require further assistance, please contact Human Resources.

Sincerely,

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**Thomas Livee**

Chief Technology Officer

