

APPROVE A VACATION OR LEAVE OF ABSENCE

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Introduction

This letter is basically written by the employer or concerned person of the organization. Through this letter, he is approving the leaves which an employee has applied for. This is considered to be an act of generosity on employer's front as he has understood the situation that his employee is facing and therefore he has accepted his leave of absence from office for a stipulated period of time.

Approve a Vacation or Leave of Absence Tips

Following points should be considered for writing an effective approval letter for vacation:

- First and foremost you must appreciate your employee's care towards his family members that he is taking them for a vacation.
- You must appreciate your employee's effort in delegating the work to his team members.
- You must clearly mention that he must join back on the specified date to avoid any inconvenience.
- Tone and content of the letter should be formal and authoritative.
- Once you are through writing the letter, please recheck the same for amendments, if needed.

Sample Approve a Vacation or Leave of Absence

From,

Mr. Peter D Costa

Senior HR Manager

UGC Technologies

Atlanta

Date (Date on which letter is written)

To,

Mr. Samuel John

Manager

UGC Technologies

Sub: Approval of leave for vacation

Dear Mr. John,

I am pleased to inform you that your leaves for vacation are sanctioned from 5th September to 10th September as requested by you. I understand family means a lot and you must give some time to your family by taking them for a vacation. By doing this, you are making them feel special in your life.

I truly appreciate the way you have distributed your responsibilities to your team member and I wish that you will resume your duties on time as mentioned in your letter to avoid any inconvenience here.

I wish you all the best for your vacation and hope that you should have a great time with your family.

Yours sincerely'

Peter D Costa

Approve a Vacation or Leave of Absence Template

From,

Date (Date on which letter is written)

To,

Sub: _____

Dear _____,

I am writing this letter to officially inform you that your leaves have been sanctioned from _____ to _____. I understand how it feels to go on a vacation with your family. By doing so, you are making them feel special in your life.

I appreciate that you have handed your responsibilities to _____. I am sure he can manage the same with sheer sincerity.

I wish you all the best for your vacation and hope that you have a good time with your family.

Take Care,

Yours sincerely'

(_____)

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