

MATERNITY/PATERNITY LEAVE APPROVAL

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Dear ,

I hope this message finds you well. I am writing to confirm that your request for leave has been approved. We understand the importance of this time for you and your family, and we are committed to supporting you during this period.

Leave Details:

Type of Leave: Leave

Start Date:

Duration: Weeks

End Date:

During your absence, we will ensure that your responsibilities are appropriately managed. If there are any specific arrangements or considerations you would like us to address during your leave, please feel free to let us know.

Please schedule a meeting to coordinate with the Human Resources department regarding any paperwork or documentation required for the leave process and to answer any questions or concerns you may have about your leave. Additionally, keep us informed of any changes or updates regarding your leave schedule.

We wish you a healthy and joyful time with your new family member. Congratulations once again, and we look forward to welcoming you back after your leave.

Sincerely,