

From,

[Name of the Company]

[Name of the Sender]

[Title of the Job]

[Address, Zip Code]

[Phone]

[Email]

[Date]

To,

[Name of the Recipient]

[Title of the Job]

[Address, Zip Code]

Sub- Approval for Unpaid Leave.

Dear [Name of the Recipient],

This is to inform you that I have received your request letter for a leave of absence from [Date] to [Date]. You have stated the reasons for your leave of absence in that letter. The reasons were quite convincing so I am approving your request.

Though you get my approval, you need to keep in your mind that this leave of absence will be unpaid which means you are not going to receive money as you are not working on those days.

Additionally, you need to follow the company's rules and regulations post your leave of absence. Those rules and regulations are the following.

[State the Rules and Regulations]

I hope you will follow those rules and you have to provide me a written request that you are intended to join your work at least [Number of Days] days before your return date.

Yours Sincerely,

[Name of the Sender].