

(Your name)

(Your address)

(Your contact information)

(Date)

(Name of the Recipient)

(Address of the Recipient)

(Contact Information of the Recipient)

Sub: Leave of Absence Letter Template

Dear (Name of the Recipient),

We are very happy to be able to let you know that your request of getting leave of (mention days) days, which you requested at our meeting of (mention the date of the meeting) has been accepted by our higher authority.

You will be happy to hear that your leave of absence will take effect from the day of (mention the starting date of the leave) to the date of (mention the ending date). We have enclosed the changes in the rules of our company due to your request and have attached a copy of the newly formed rules with this letter.

You are requested to follow all the rules and regulations of our company at the time of your service.

Please submit a signed copy of this acceptance letter in order to show your acceptance of our norms before the date of (mention the date) at our office of (mention the details).

You must also remember that you cannot request any leave for more than (mention details) days for the next 6 months 9 without any medical emergency) after accepting this letter.

Hope you will agree with this,

Thank you very much,

With Regards,

(Hand-written Signature)

(Date)

(Notary or witness if required)