

[Your Name]  
[Street Address]  
[City, State ZIP Code]  
[phone number - optional]  
[email address - optional]

November 9, 2010

[Name of Recipient]  
[Title]  
[Company Name]  
[Street Address]  
[City, State ZIP Code]

Dear [Name of Recipient]:

I have received your request to be excused from work from [Starting Date] to [Ending Date].

This notification serves as confirmation that your time off has been approved. Please know that you will be missed in your absence, but I wish you the best for your time off. We will look forward to seeing you again when you return.

Should you have any questions or concerns regarding this matter, please feel free to contact me. Otherwise, I thank you for being a valued part of [Company Name].

Sincerely,

[Your Name]  
[Title if any or delete if none]