**Subject: Leave Approval for [Employee's Name]**

Dear [Employee's Name],

This email is to confirm your approval for a vacation leave from [Start Date] to [End Date], a total of [Number] days.

As per our company's leave policy, you are entitled to [Number] days of paid vacation per year. Please note that [mention any specific requirements, such as a doctor's note for medical leaves or notice periods].

To ensure a smooth transition, we have made the following arrangements to cover your workload during your absence: [mention any specific arrangements made].

Enjoy your vacation, and if you have any questions or require further assistance, please do not hesitate to contact me at [Your Email] or [Your Phone Number].

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]