Leave approval email

Reply within two business days of the request, or sooner if the leave starts within a week. For shift-based teams, approve before the schedule for that period is published.

STANDARD PTO APPROVAL

Subject: Approved: your time off, [Start Date] to [End Date]

Hi [First Name],

Your request for [Leave Type] from [Start Date] to [End Date] is approved.

Details for your records:

- Days off: [Number of Days] ([Hours Deducted] hours)
- Return date: [Return Date]
- Balance after this leave: [Remaining Balance]

Before you go, please [hand over open items to Coverage Name / set your out-of-office / update the team calendar].

If your plans change, let me know as soon as you can so we can adjust the schedule.

Enjoy the time off.

[Manager Name]
[Title], [Company]

SHORT REPLY

Subject: Re: Time off request [Start Date] to [End Date]

Hi [First Name],

Approved. You're off [Start Date] to [End Date] and back on [Return Date]. I've updated the team calendar.

Have a good break.

[Manager Name]

PARTIAL APPROVAL

Subject: Your leave request: approved for [Approved Dates]

Hi [First Name],

Thanks for sending your request early. I can approve [Approved Dates], but not [Declined Dates]. [Brief

reason, e.g. we're already at the maximum number of people off that week for the quarter-end close.]

A couple of options:

- Take [Approved Dates] as approved, or
- Move the remaining days to [Alternative Dates], which I can approve today.

Let me know which works best and I'll confirm in the system. Happy to talk it through if neither option works.

[Manager Name]
[Title], [Company]

HOURLY / SHIFT-BASED TEAM

Subject: Time off approved: [Start Date] to [End Date]

Hi [First Name],

Your time off is approved.

Off: [Start Date] to [End Date]
Next scheduled shift: [Return Date], [Shift Time]
PTO hours used: [Hours Deducted]
PTO balance after: [Remaining Balance]

Your shifts in that period have been removed from the schedule. If you want to pick up extra shifts before or after, talk to [Scheduler Name].

[Manager Name]
[Site Name] Operations

SUBJECT LINE IDEAS

- Approved: your time off, [Start Date] to [End Date]
- Your leave request is approved
- PTO approved for [Start Date] to [End Date]
- Vacation request approved
- Re: Time off request, approved
- Leave confirmed: back on [Return Date]

SMS / WHATSAPP VERSION

Hi [First Name], your time off [Start Date] to [End Date] is approved. Your next shift is [Return Date] at [Shift Time]. PTO left after this: [Remaining Balance] hrs. - [Manager Name]

Placeholders to replace: [First Name], [Leave Type], [Start Date], [End Date], [Return Date], [Number of Days], [Hours Deducted], [Remaining Balance], [Approved Dates], [Declined Dates], [Alternative Dates], [Shift Time], [Scheduler Name], [Site Name], [Manager Name], [Title], [Company]