

Leave approval email template

Confirm approved leave with dates, pay, benefits, and how to stay in touch while away.

Updated October 15, 2026. Written and reviewed by the HRTally Research Team.

When to use this template

Send this once leave is approved and designated, whether it's FMLA, state family leave, parental leave, or an extended personal leave. It's the employee's reference document while they are away, so put everything in one place: dates, how pay works, benefits, premiums, check-in expectations, and how to return.

For FMLA leave, the formal Designation Notice is the legally required document. This email accompanies it in plain language. Copy the manager on a version without medical details so they can plan coverage. Our FMLA guide covers the designation rules.

Version 1: Approved family or medical leave

SUBJECT Your leave is approved: [Start date] to [End date]

Hi [Employee first name],

Your leave has been approved. Here is a summary. The formal designation notice is attached.

Leave type: [FMLA, state program, company parental leave, or a combination]

Dates: [Start date] to [Expected return date] [or intermittent leave of up to X days per month]

Pay: [Explain paid leave, state benefits, short-term disability, or PTO use]

Benefits: your health coverage continues on the same terms. [How premiums will be paid while on unpaid leave.]

Job: when you return, you will be restored to your position or an equivalent one.

Check-ins: [Agreed approach, for example, I will check in by email every two weeks unless you would prefer otherwise].

If your dates change: let me know as soon as you can.

Before you return: [Fitness-for-duty certification if required and noted in the designation notice].

Take care of yourself. I'm here if you need anything.

[HR contact]

[Company]

Version 2: Note to the manager

SUBJECT [Employee first name] leave dates: [Start] to [End]

Hi [Manager first name],

[Employee full name] will be on approved leave from [Start date] to [Expected return date].

Please plan coverage for that period. During the leave, please don't contact [Employee first name] about work unless it's urgent and brief, such as asking where a file is.

Their position is protected, so any changes to their role during the leave need to go through me first.

[HR contact]

Subject lines to try

- Your leave is approved: [Start date] to [End date]
- Leave approval and next steps
- [Employee first name] leave dates: [Start] to [End]
- Your approved leave details
- Confirmation of your leave

How to personalize it

- Put all dates and pay details in one place.
- Agree on how often, and whether, the employee wants to hear from you.
- Tell managers what they can and can't share with the team.
- Set a reminder to contact the employee two weeks before return.

Mistakes to avoid

- Sharing medical details with the manager or team.
- Asking the employee to work during protected leave.
- Changing the employee's role or pay while they are away without legal review.
- Forgetting to explain premium payments for unpaid leave.

Legal and compliance notes

During FMLA leave, the employer must maintain group health coverage on the same terms. On return, the employee must be restored to the same or an equivalent position. You may require a fitness-for-duty certification for the employee's own serious health condition only if you apply the rule uniformly and noted it

in the designation notice. Asking someone to work during leave can be considered interference.

| When to send it

Within five business days of having enough information to designate the leave, together with the formal notice. Send the manager note the same day.

| Before you hit send

- Dates, deadlines, and costs match the plan documents and carrier materials.
- Medical details stay between the employee and HR, not the manager or team.
- Required notices, such as FMLA forms or the Summary of Benefits and Coverage, are attached or scheduled.
- The employee knows exactly who to call, with a phone number.
- State leave programs and paid sick leave rules were checked for the employee's work location.

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