Qatar leave approval letter

Editable sample letter: replace the details with your own records before signing

Employer: [Company]
Commercial registration: [CR number]
Employee: [Employee Name]
Qatar ID: [Qatar ID]
Designation: [Designation]
Letter date: [Issue date]
Leave type: annual leave
First day of leave: [Start date]
Last day of leave: [End date]
Due back at work: [Date]
Addressed to: [Employee Name], with a copy to the department head
[Company] approves the annual leave above. Coverage for those dates is whatever the duty roster already says. This letter does not name a colleague as cover unless the roster does.
The remaining leave balance stays on the leave record and is not stated here.
This approval is not a visa, not an exit permit, and not a no-objection letter for a bank or an airline. If an outside reader asked for no objection, use a separate NOC.
For [Company]
Authorised signatory and stamp: [manager or HR]