

Letter of Sabbatical Leave Approval

Date: [Insert Date]

To: [Insert Employee's Name]

[Insert Employee's Address]

Dear [Insert Employee's Name],

We are pleased to inform you that your request for a sabbatical leave from [Start Date] to [End Date] has been approved. We appreciate your dedication and commitment to [Company Name] and believe that this time away will benefit both you and the organization.

During your sabbatical, please ensure that all responsibilities are delegated and any ongoing projects are transitioned smoothly. We encourage you to share your experiences and insights upon your return.

If you have any further questions or need assistance in preparing for your time away, please do not hesitate to reach out.

We look forward to your return and hope that your sabbatical is fulfilling and productive.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Company Phone Number]