

Letter of Sabbatical Leave Acceptance

Date: [Insert Date]

Dear [Employee's Name],

We are writing to confirm the acceptance of your request for a sabbatical leave for family commitments. We acknowledge the importance of family and support your decision to take this time away from work.

Your sabbatical leave will commence on [Start Date] and conclude on [End Date]. During this period, your position will be held, and you will be welcomed back to the team upon your return.

We appreciate your dedication to the organization and look forward to your return, rejuvenated and ready to contribute further.

If you have any questions or need additional information, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]