

Letter of Sabbatical Leave Acceptance

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that your request for a sabbatical leave for personal development has been approved. Your leave will commence on [Start Date] and is expected to conclude on [End Date]. During this time, we encourage you to focus on your personal growth and development.

Please ensure all your current projects are documented and handed over to your team members before your start date. We appreciate your contributions to the team and look forward to your return with renewed energy and insights.

If you have any questions or need further assistance before your leave, please do not hesitate to reach out.

Wishing you all the best during your sabbatical.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]