

Letter of Sabbatical Leave Acceptance

Date: [Insert Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that your request for sabbatical leave for professional training has been approved. Your leave will begin on [Start Date] and conclude on [End Date]. During this time, you are expected to engage in [brief description of training program].

Please ensure that all ongoing projects are transitioned appropriately before your departure. We look forward to your return and the valuable insights you will bring back to the team.

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

Best regards,

[Your Name]
[Your Job Title]
[Your Company Name]
[Company Address]
[City, State, Zip Code]