

Letter of Sabbatical Leave Acceptance

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Acceptance of Sabbatical Leave for Research Projects

Dear [Employee's Name],

I am pleased to inform you that your request for a sabbatical leave to pursue your research projects has been approved. Your sabbatical will commence on [Start Date] and conclude on [End Date]. During this period, we encourage you to focus on your research and development activities.

We believe that this opportunity will contribute significantly to your professional growth and the advancement of our institution. Please ensure that all necessary arrangements regarding your absence are made prior to your leave.

Should you require any further assistance or resources during your sabbatical, feel free to reach out.

We wish you all the best in your research endeavors.

Sincerely,

[Supervisor's Name]

[Title]

[Department]