

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, aimed at skill enhancement, has been approved. Your commitment to personal and professional development aligns with our organization's values, and we fully support your initiative.

Your sabbatical leave will commence on [Start Date] and conclude on [End Date]. During this time, we encourage you to focus on your chosen areas of skill enhancement, and we look forward to your return with new insights and experiences.

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

Wishing you a fruitful sabbatical!

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]