

Letter of Sabbatical Leave Acceptance

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[Company/Organization Name]

[Company Address]

Dear [Employee's Name],

We are pleased to inform you that your request for a sabbatical leave for travel and exploration has been approved. Your sabbatical will commence on [Start Date] and conclude on [End Date]. During this period, you will be able to immerse yourself in new experiences and cultures, which we believe will enrich both your personal and professional growth.

Please ensure that all responsibilities and projects are transitioned smoothly prior to your departure. We encourage you to keep in touch during your time away and look forward to hearing about your adventures upon your return.

Thank you for your dedication to [Company/Organization Name]. We wish you a rewarding and enriching experience during your sabbatical.

Sincerely,

[Your Name]

[Your Title]