

Sabbatical Leave Acceptance Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

[Your Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that your request for a sabbatical leave for volunteer work has been approved. Your dedication to contributing positively to the community aligns with our values, and we commend you for your commitment.

Your sabbatical leave will commence on [Start Date] and conclude on [End Date]. During this time, we encourage you to engage fully in your volunteer efforts and we hope this experience will be both fulfilling and enriching.

Please ensure that all responsibilities are transitioned effectively before your departure. Do not hesitate to reach out should you need assistance during this process.

We look forward to your return and the insights you will bring back to our team.

Best Regards,

[Your Name]

[Your Position]

[Company/Organization Name]