

Sabbatical Leave Acceptance Letter

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 a sabbatical leave for wellness and rejuvenation has been approved. Your commitment to personal well-being is commendable, and we fully support your decision to take this time for yourself.

Your sabbatical leave will commence on [Start Date] and conclude on [End Date]. During this time, we encourage you to focus on your health and well-being. Please ensure that all necessary arrangements are made to transition your responsibilities prior to your departure.

If you have any questions or need further assistance, please do not hesitate to contact us. We look forward to your return with renewed energy and fresh perspectives.

Best wishes for your sabbatical journey!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]