

Sabbatical Leave Acceptance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I am pleased to inform you that your request for sabbatical leave, for the purpose of writing and publishing, has been approved. Your leave will commence on [Start Date] and will conclude on [End Date].

During this period, you are expected to focus on your writing project, and I look forward to the valuable contributions you will bring to our field upon your return.

Please ensure that all necessary preparations are made prior to your departure, including any handover of responsibilities.

If you have any questions or need further assistance, do not hesitate to reach out.

Wishing you a productive and inspiring sabbatical.

Best regards,

[Your Name]

[Your Position]

[Your Institution]