

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

This letter is to formally notify you that your request for a personal leave of absence has been approved.

Your leave will begin on **[Start Date]** and is scheduled to end on **[End Date]**. We expect you to return to work on **[Return Date]**.

Regarding your leave, please note the following conditions:

- **Compensation:** This leave of absence will be [unpaid / paid using accrued vacation time].
- **Benefits:** [Detail status of health insurance or other benefits during the period].
- **Communication:** Please notify [Manager Name] at least [Number] days in advance if you need to request an extension or if you are able to return earlier than expected.

Upon your return, you will be reinstated to your current position or an equivalent position, as per company policy.

If you have any questions regarding your benefits or the terms of this leave, please contact the Human Resources department.

Sincerely,

[Signature]
[Name of Manager/HR Representative]
[Title]