

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Approval of Sabbatical Leave of Absence

Dear [Employee Name],

I am pleased to inform you that your request for a sabbatical leave of absence has been formally approved. We value your contributions to [Company Name] and support your pursuit of professional and personal development during this time.

The details of your sabbatical are as follows:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Return to Work Date:** [Return Date]

During your absence, your primary responsibilities will be handled by [Colleague/Manager Name]. Please ensure that all necessary handovers are completed by [Handover Deadline Date].

Your benefits and employment status during this period will be governed by the company's sabbatical policy. Please contact the Human Resources department if you have specific questions regarding your compensation or benefits coverage.

We look forward to your return and to hearing about your experiences. We wish you a productive and refreshing sabbatical.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Company Name]