

[Current Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Approval of Unpaid Leave of Absence

Dear [Employee Name],

This letter is to formally notify you that your request for an unpaid leave of absence has been approved. As per our discussion and your written request dated [Date of Request], your leave will begin on [Start Date] and end on [End Date]. You are expected to return to work on [Return Date].

Please note the following conditions regarding your leave:

- The leave is entirely unpaid.
- Your seniority and service length will be [maintained/adjusted] during this period.
- Regarding benefits, [insert details about health insurance or pension contributions during the leave].
- You are required to notify [Manager Name] at least [Number] days in advance if you wish to return earlier than scheduled or if you require an extension.

We look forward to your return. Please sign and return a copy of this letter to acknowledge your agreement to these terms.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment Signature: _____ Date: _____