

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Decision Regarding Unpaid Sabbatical Leave Request

Dear [Employee Name],

Thank you for submitting your formal request for an unpaid sabbatical leave of absence from [Start Date] to [End Date].

After careful consideration of your application and an evaluation of the current operational requirements of the [Department Name], I am writing to inform you that we are unable to approve your request at this time.

The decision to deny this request is based on the following reason(s):

[Insert reason, e.g., Critical project timelines, staffing shortages, or peak seasonal workload].

We value your contributions to the team and understand the importance of professional development and personal renewal. While we cannot accommodate this specific timeframe, we are open to discussing the possibility of a future request when departmental constraints may be different.

Please contact [Name/Human Resources] if you have any questions regarding this decision or wish to discuss your current work schedule.

Sincerely,

[Your Name]

[Your Title]

[Company Name]