

[Company Name]  
[Department]  
[Date]

[Employee Name]  
[Employee ID]  
[Job Title]

**Subject: Conditional Approval of Sabbatical Leave**

Dear [Employee Name],

We have reviewed your application for a sabbatical leave of absence from [Start Date] to [End Date]. I am pleased to inform you that your request has been granted conditional approval.

This approval is subject to the fulfillment of the following conditions before your departure:

- Complete and hand over all current projects listed in the attached transition plan by [Deadline Date].
- Conduct comprehensive training sessions with [Successor Name/Team] regarding your daily responsibilities.
- Provide written documentation for all active client accounts and internal processes under your management.
- [Insert Additional Condition, e.g., Final sign-off from Department Head].

Please note that your sabbatical will be [Paid/Unpaid/Partially Paid] as per company policy. During your absence, your benefits will [Detail status of benefits].

Your expected return-to-work date is [Return Date]. Please confirm your acceptance of these conditions by signing below and returning this letter to Human Resources by [Date].

We look forward to your continued contributions upon your return.

Sincerely,

[Manager Signature]  
[Manager Name]  
[Title]

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**Employee Acknowledgment:**

I accept the conditions outlined above and agree to complete the required tasks prior to my leave.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_