

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Conditional Approval of Administrative Leave of Absence

Dear [Employee Name],

We have received your request for an administrative leave of absence starting on [Start Date] and ending on [End Date].

This letter serves as formal notification that your request has been **conditionally approved**, pending the fulfillment of the following requirements:

- [Condition 1: e.g., Submission of medical certification]
- [Condition 2: e.g., Completion of pending project handover]
- [Condition 3: e.g., Formal signature on leave agreement forms]

Please provide the necessary documentation or complete the actions listed above by [Deadline Date]. Failure to meet these conditions by the specified date may result in the denial of your leave request.

Once these conditions are met, a final approval letter will be issued to you. During this leave, your status regarding benefits and pay will be [Paid/Unpaid/Subject to Policy].

If you have any questions regarding these conditions, please contact the Human Resources Department at [Phone Number/Email].

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]