Sample Sabbatical Leave Approval Letter

[Your Name]

[Your Title]

[Human Resources Department Name]

[Company/Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Subject: Sabbatical Leave Approval

I am pleased to inform you that your request for a sabbatical leave from [Start Date] to [End Date] has been approved. We understand the importance of personal and professional growth and support your decision to take this leave.

Please review the attached sabbatical leave approval details, including any expectations or requirements during and after the leave period. If you have any questions or need further information, please contact our HR department.

We look forward to your return and the knowledge and insights you will bring back from your sabbatical.

Best regards,

[Your Name]

[Your Title]