

Approval for study or academic leave

Subject: Approval of Study Leave Request

Dear [Employee's Name],

We are pleased to inform you that your application for study leave from [start date] to [end date] has been approved. This opportunity for further education is aligned with our company's vision of continuous growth and professional development.

Please make the necessary handover arrangements before your departure. We look forward to the knowledge and skills you will bring back to the organization.

Best wishes for your academic journey,

[Employer's Name]

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