

# Sabbatical Leave Acknowledgement - Formal

Subject: Sabbatical Leave Application - Approved

Dear [Employee Name],

Following review by the sabbatical committee, I am pleased to inform you that your sabbatical leave application has been approved for the period [start date] to [end date].

This sabbatical is granted under the terms outlined in our employee handbook, section [X]. Your position will be held open for your return, and your benefits will continue as specified in your sabbatical agreement.

Please complete all pre-sabbatical requirements, including knowledge transfer documentation and project handover procedures, before your departure date.

We look forward to the valuable insights and renewed energy you'll bring back to our organization.

Sincerely,

[Senior Manager Name]

[Title]

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