

Sabbatical Leave Approval

Subject: Sabbatical Leave Request Approved

Dear [Employee Name],

We are delighted to approve your sabbatical leave request. After [Number] years of dedicated service to our organization, you have earned this opportunity for personal and professional renewal. Your sabbatical will begin on [Start Date] and conclude on [End Date], spanning [Duration] months. This leave is [partially paid/unpaid] as per our sabbatical policy.

During your sabbatical, we encourage you to pursue the activities you outlined in your application: [Brief Description]. We ask that you provide a brief report or presentation about your experience when you return, sharing insights that might benefit our organization.

Your benefits will continue during the sabbatical period, and your position will be waiting for you upon return. Please maintain periodic contact with HR and confirm your return date at least [Number] weeks in advance.

We look forward to welcoming you back with fresh perspectives and renewed energy.

Best regards,

[Executive/HR Director Name]

[Title]

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