

Leave Sanction Letter

Dear [Employee's Name],

I am writing this letter to discuss your request for a leave of absence from your position at [Company Name]. We understand that there are circumstances in life that may require time away from work, and we are committed to supporting our employees in maintaining a healthy work-life balance.

After reviewing your request, we are pleased to inform you that your request for a leave of absence has been approved. Your leave will commence on [start date] and is expected to last until [end date]. During this period, you will be entitled to [number of days/weeks] of paid/unpaid leave, as per company policy.

Please be aware that while you are on leave, you will not be required to perform any work-related tasks or responsibilities. We strongly encourage you to use this time to focus on your personal well-being and attend to any personal matters that require your attention.

It is important for you to understand the terms and conditions associated with your leave of absence.

During your absence, you are expected to:

1. Notify the company promptly of any changes in your leave dates or circumstances.
2. Maintain open lines of communication with your supervisor or the HR department.
3. Provide any necessary documentation or updates as requested by the company.
4. Adhere to any relevant company policies regarding leave of absence.

If there are any changes to your circumstances or if you need to extend your leave, please notify us as soon as possible, preferably with at least [number of days/weeks] notice. We will do our best to accommodate any reasonable requests.

Please note that your benefits, such as health insurance coverage and retirement contributions, will continue during your leave of absence as per company policy. If there are any specific concerns or questions regarding your benefits, please contact our HR department for further assistance.

We value your contribution to [Company Name] and look forward to your return after your leave of absence. We believe that taking this time off will allow you to recharge and come back to work with

renewed energy and focus.

If you have any questions or need further clarification regarding your leave, please do not hesitate to contact me or the HR department. We are here to assist you throughout this process.

Thank you for your understanding and cooperation. We wish you a productive and restful leave of absence.

Sincerely,

[Your Name]

[Your Position]

[Company Name]