

Date

Professor  
Department  
Address Line 1  
Address Line 2  
CAMPUS MAIL

Dear Professor XX:

Upon the recommendation of the executive committee of the Department of \_\_\_\_\_, and with the concurrence of the Academic Personnel Office, I am pleased to approve your one-year leave of absence for 200x-0x. Acceptance and initiation of this leave will constitute your concurrence with the condition that you return to the **[college/university name]** to perform your responsibilities as a faculty member at the conclusion of the approved leave period, and that failure to return will constitute your resignation from your faculty position.

Special conditions regarding the approval process and restrictions on the length of leave of absence are described in the attached documents. You may request an extension of your leave beyond one-year, which will require the approval of your departmental executive committee and dean, as well as the University Committee and provost.

*Optional language: Please contact the Office of Human Resources-Benefits Services about the effects of the leave on your health benefits.*

Best wishes for the achievement of your goals during the leave.

Sincerely,

Dean XX

