

# Letter of Approval for Absence Sample

Mabel S. Ash

3217 Grove Street  
Huntington, NY 11743  
Dear Mabel

I am proud to let you know that the 30 day leave of absence that you previously requested has been approved.

Starting on July 1st, 2009, you will be able to take 30 consecutive days off, while still collecting 25% of your pay. Before you leave, you will be required to train an intern to complete your job for the duration of 3 days. Upon the completion of your 30-day absence, you will return to work in your normal capacity. Your full salary will resume the day you return to work.

Everyone here at Evergreen Corporation wishes you the best of luck while you participate in a humanitarian mission to Cuba, and we eagerly await your return!

Sincerely,

John Treliving  
Evergreen Corporation