LEAVE OF ABSENCE LETTER

[DATE]

[Recipient’s Name]

[Sender’s Name]

Dear [Insert Employee Name],

This letter is to formally approve your request for a leave of absence from [Date]until [Date] for the purpose of [Insert Purpose]. Your last day of employment prior to embarking on leave will be [Insert Date].

If you wish to return to work sooner, you must provide a written request at least [X days] prior to the desired return to work date.

Please note that as of your final day of work prior to the leave of absence, an electronic record of employment (ROE) will be available through Service Canada which reflects the start of the leave, and you will be paid the balance of your accumulated overtime hours and any vacation time accrued but not yet paid out.

While on leave:

* You may discontinue benefits or maintain all benefits coverage at your own expense.
  + Should you choose the latter, please inform [Insert person].
* No sick pay is accrued during the leave.

As discussed, during this break in employment, [Insert any details discussed].

Please carefully review these conditions and let me know if you have any concerns.

Sincerely,

[Insert Name]

[Insert Title]