[DATE]

To: (Faculty Member)

From: (Dean)

RE: Your Leave of Absence Request

I am pleased to inform you that the Office of the Provost has approved your request for an unpaid leave of absence for the period (Dates). (*insert if relevant:* This leave will include with partial benefits funded by the college/school/department name)

Per the terms of the collective bargaining agreement you must advise me in writing of your intention for the upcoming year no later than February 1,(year in which leave is ending).

Cc: Department Chair

HRS Faculty Services