

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Title]
[Employee's Department]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

Subject: Administrative Leave Authorization

I am writing to formally authorize your administrative leave from [Start Date] to [End Date]. This leave is granted due to [brief explanation of the reason, if appropriate].

During your absence, please ensure that your responsibilities are delegated to [Name of Delegate] to ensure continuity of work.

Please do not hesitate to reach out if you have any questions or need further assistance during this time.

We wish you the best during your leave and look forward to your return.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]