**SABBATICAL DENIAL LETTER TEMPLATE *(rev. February 2020)***

DATE

ADDRESS

SALUTATION

I write to inform you that your application for sabbatical leave during (DATES) has not been approved.

Below please find comments from the Faculty Standards Committee, Dean, Professional Standards Committee and the Office of the Provost.

[Comments]

Feel free to contact me if you have any questions.

Sincerely,

Dean

cc: Chair

 Business Manager

HRS Faculty Services